

Position Description

JOB TITLE:	ACCOUNTING INTERN		
Service Area:	Finance	Effective Date:	10/1/2018
Reports To:	Finance Director	FLSA Class Status:	Non-exempt
Supervises:	No positions	Employment Status:	Internship
Grade:		NRECA Job Code:	

Objective

Responsible for maintaining accounts receivable and accounts payable and other general accounting functions including preparing journal entries, maintaining balance sheet schedules and preparing bank reconciliations. Assist with the month-end closing process, account analysis and provide support in carrying out the responsibilities of the accounting department.

Essential Functions

Maintains accounts receivable

1. Enters advertising billing data in accounts receivable system for *North Dakota LIVING* from information supplied by advertising; generates invoices and sales reports.
2. Enters cash receipts and balances reports.
3. Prepares monthly statements and tear sheets for advertising customers.
4. Answers customer inquiries, prepares accounts receivable aging, and maintains account files.
5. Prepares monthly sales commission reports.
6. Compiles and enters data in accounts receivable system for general accounts receivable from information supplied by all departments.
7. Balances monthly reports, including cash receipts, invoice register, and accounts receivable listing.
8. Reviews monthly subsidiary aging of accounts receivable. Communicates with finance director and advertising manager regarding past due accounts; follows-up according to policies.

General Ledger Duties

1. Prepares monthly journal entries, reviews monthly general ledger, maintains subsidiary ledgers and reconciles to general ledger accounts.
2. Enters and posts monthly transactions to general ledger.

General Accounting Functions

1. Reconciles bank statements to general ledger cash accounts.
2. Manages accounting records, including filing and record retention.
3. Collects weekly employee timesheets, reviews for completeness and correctness. Enters recorded time to payroll module.
4. Prepares financial activity reports for employee associations, North Dakota Coordinating Council for Cooperatives and North Dakota Rural Electric PAC.
5. Assists with other accounting duties as assigned by the finance director.

Purchasing Duties

1. Researches vendors and prices, obtains quotes when necessary.
2. Assists staff in securing supplies and equipment.
3. Receives supplies and other orders, comparing goods received to purchase requisitions.

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Accounts Payable Duties

1. Prepares invoices with supporting documentation for payment, checks accuracy of invoices and codes invoices with proper account distribution.
 2. Audits employee and director expense reports, assuring proper documentation and accounting codes.
 3. Maintains accurate and organized filing system for vendor information and purchase requisitions.
 4. Communicates with vendors to resolve invoicing issues.
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Competencies

- Ethical conduct
 - Time management
 - Organization skills
 - Financial management
 - Project management
 - Personal effectiveness/credibility
 - Communication skills
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External Relationships

- Collection agency representatives
 - National Information Solutions Cooperative (NISC) support personnel
 - Magazine advertisers and ad agencies accounting departments
 - Contacts with member cooperatives regarding monthly billings
 - Vendors
 - Directors
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Job Specifications

Work Environment

The position is in an office setting. The employee must be able to sit or stand for lengthy periods of time. Must be able to lift 10 pounds and operate office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The overall level of work as defined by the "Dictionary of Occupational Titles", is medium duty. Medium duty is defined as exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

Please refer to NDAREC's physical demand assessment for complete information on this position.

Position type/Expected hours of work

40 hours of work product is expected with hours being flexible due to schedule of events and internship.

Travel

Some travel may be expected.

Position Description

Education/Experience

Required

Student enrolled in college and majoring in accounting. Student with advanced accounting courses taken.

Preferred

Experience in bookkeeping, accounting or general office work preferred.

Other Duties

PLEASE NOTE THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LISTING OF ACTIVITIES, DUTIES OR RESPONSIBILITIES THAT ARE REQUIRE OF THE EMPLOYEE FOR THIS JOB. DUTIES, RESPONSIBILITIES AND ACTIVITIES MAY CHANGE AT ANY TIME WITH OR WITHOUT NOTICE.

Comments/Additional Notes:

NDAREC is an equal opportunity provider and employer.

I have read my position description and understand the requirements, essential functions and duties of the positions. I have been given a copy of this position description. I also certify by my signature below that I can perform the essential functions of this position description either with or without a reasonable accommodation.

Employee: Click or tap here to enter text.

Manager: Click or tap here to enter text.

HR: Click or tap here to enter text.

Date: Click or tap to enter a date.

Date: Click or tap to enter a date.

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