

Position Title: Accounting Internship

Reports to: Controller

Position Location: Kennewick, WA

Position Summary:

The Cadwell Accounting department is seeking a dynamic and professional Accounting Intern for Summer/Fall Semester 2022. The internship is part-time (~25 hours per week) beginning in May and/or June 2022 and will be responsible for a variety of office based general accounting and administrative tasks. This position will be located at company headquarters in Kennewick, WA.

The Intern position is a hands-on role. Regular tasks, assistance, projects, and special assignments may be part of your work experience.

Key Duties / Responsibilities:

- Organize and maintain sales order documents and records
- Manage a high volume of daily cash collection communication
- Review invoices for accuracy
- Assist in preparation and distribution of monthly statements
- Communicate with customers on delinquent account balances and arranges payments
- Ad-hoc financial reporting and analysis
- Other duties as requested, directed or assigned

Education / Experience:

- Must be currently enrolled in college pursuing an Associate's or Bachelor's degree in Accounting or Finance
- Must have completed an introductory level accounting and/or finance courses before the commencement of the internship
- Related experience in accounting a plus

Job Knowledge / Requirements:

- Self-motivated and strong willingness to learn
- Ability to work successfully as part of a team and can positively adapt to changing requirements, deadlines and priorities
- Detail oriented and organized
- Strong computer and basic Excel skills preferred
- Knowledge of bookkeeping and basic accounting principles a plus
- Commitment to confidentiality
- Reliably complete assigned tasks with limited supervision, and demonstrate learning and building on previous instruction and experiences
- Competency in computer skills: MS Office and Google applications, query tools, and database systems and applications

- Complete work both independently and as an effective member of the team, adapting to changing requirements, deadlines, and priorities as needed
- Critical success criteria include attention to detail, organized approach to work, effective time management, follow-through, and meeting quality and productivity standards

Physical Requirements / Working Conditions:

- General office positions may require some reaching, bending, stooping, squatting, crawling, kneeling, pushing, pulling, lifting and carrying up to 45 pounds, finger dexterity, repetitive motions, standing, walking, sitting, hearing, visual acuity, color vision, and 2-way written/verbal communication. More specific details may be provided as needed or requested.
- Extensive use of the computer

Contact Information:

Silvia Valdez, Recruiter

silviav@cadwell.com

(509) 735-6481 ext. 307

<https://www.cadwell.com/careers>