



## Staff Accountant Internship

The intern is responsible for assisting the accounting team under the supervision of the Controller. You will be assisting the accounting department with various tasks.

The ideal candidate is someone who is strongly interested in pursuing a career in Accounting. The internship will provide the student valuable experience. This is a paid internship with 15-20 hours per week. This position will be located in Wichita Falls or Vernon.

### **Responsibilities include, but are not limited to:**

- Prepare accounting related journal entries to multi-company registers and worksheets
- Follow our company's established accounting processes
- Assist with inventory as needed
- Assist in preparing documentation for external auditors
- Create and maintain asset records
- Assist in the month end close process
- Learn accounting system software

### **Qualifications**

- Pursuing a bachelor's and/or master's degree in Accounting required
- Proficient in Word and Excel
- Strong written and oral communication skills
- Strong organizational and analytical skills
- Willingness to establish and maintain effective working relationships