



Staff Accountant Intern:

Description

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Position Purpose: To assist in maintaining and enhancing the functions and objectives of the Accounting Department of Plains Cotton Cooperative Association. This position includes assisting with fixed assets, assisting in maintaining the general ledger research and assisting with account analysis, assisting with the monthly close process, as well as special projects as assigned.

Position Requirements:

- College student working toward a degree with an emphasis in accounting or finance is preferred. Applicants with related work experience will also be considered
- Strong oral and written communication skills
- Strong understanding of proper financial statement presentation
- Strong understanding of basic accounting journal entries
- Strong computer skills, along with practical analytical and problem-solving skills

Position Responsibilities:

- Assist in completing weekly bank statement reconciliations
- Assist our accounting department with daily accounting responsibilities
- Assist in month-end accounting close

- Assist in financial statement preparation for multiple divisions
- Assist in performing Inventory Reconciliations
- Assist in performing the proper recording, reconciliation, and maintenance of fixed assets
- Assist in completing special tasks and projects as assigned