

**Doyon Utilities, LLC**  
**Job Description**

<b>JOB TITLE</b>	Accounting Intern	<b>LOCATION</b>	HDQ Accounting
<b>REPORTS TO</b>	Controller	<b>HOURS</b>	40 Hours per week
<b>TYPE OF POSITION</b>	Full Time, Temporary	<b>SCHEDULE</b>	M-F / 8am – 5pm
<b>WAGE RANGE</b>	DOE	<b>FLSA STATUS</b>	Non-Exempt
<b>BARGAINING GROUP</b>	N/A	<b>DATE</b>	04/04/2017

**JOB SUMMARY:** Under the supervision of the Controller or his designee, the Accounting Intern will assist Accounting in the following areas: Accounts Payable, Accounts Receivable, Fixed Assets, Payroll, General Ledger, filing and copying.

**ESSENTIAL FUNCTIONS:**

1. Assist with ad hoc and month-end financial reports
2. Assist accounts receivable, payable and payroll
3. Assist with special projects and data requests
4. Data entry
5. File maintenance

**KNOWLEDGE, ABILITIES, AND SKILLS:**

1. Knowledge of generally accepted accounting principles
2. Knowledge of account reconciliation
3. Proficient in Excel spreadsheets and data entry
4. Ability to perform accurate and timely work in an organized and efficient manner

**JOB SPECIFIC COMPETENCIES:**

1. Adaptability- Adapts to changing conditions and work assignments, sets priorities and manages multiple assignments, and tasks
2. Administrative Skills- Perform a variety of responsible and confidential office, clerical and professional administrative duties
3. Attention to detail- Ensures work and information are complete and accurate
4. Communication Skills- Listens, writes and speaks efficiently, positively relates and interacts with co-workers and others
5. Dependability- Consistently adheres to operational standards, ensures smooth operations and positive customer experiences, builds a productive workplace, is reliable, and improves team morale
6. Time Management- Manages time efficiently when accomplishing tasks, projects and goals
7. Willingness to Learn- Willing to learn new skills or techniques to meet the demanding changes of job duties and responsibilities

**WORKING CONDITIONS AND ENVIRONMENT:** The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds. The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities. Applicants are subject to a pre-employment and random drug testing program.

**REQUIRED QUALIFICATIONS:**

1. Junior or senior level college standing in Accounting or Finance
2. Valid Alaska Driver's License

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Employee Signature

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Date