

Doyon Utilities, LLC
Job Description

JOB TITLE	Accounting Intern	LOCATION	HDQ Accounting
REPORTS TO	Controller	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Temporary	SCHEDULE	M-F / 8am – 5pm
WAGE RANGE	DOE	FLSA STATUS	Non-Exempt
BARGAINING GROUP	N/A	DATE	04/20/2020

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. Perform basic accounting reconciliations.
2. Perform general administrative tasks such as filing, document capture and data entry.
3. Assist Accounting Personnel with daily duties.
4. File maintenance and fixed asset backlogging.
5. Perform other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

1. Basic knowledge of generally accepted accounting principles.
2. Professional written and verbal communication and interpersonal skills.
3. Strong organizational skills.
4. Proficient knowledge of computer use including Microsoft Office applications and data entry.

JOB SPECIFIC COMPETENCIES:

1. Adapts to changing work conditions and assignments, sets priorities and manages multiple tasks.
2. Ensures work and information are complete and accurate
3. Listens, writes and speaks efficiently, positively relates and interacts with co-workers and others.
4. Consistently adheres to operational standards, ensures smooth operations and positive customer experiences, builds a productive workplace, is reliable, and improves team morale.
5. Manages time efficiently.
6. Willing to learn new skills or techniques to meet the demanding changes of job duties.

ENVIRONMENT: The majority of work is performed in a professional office setting. The work is generally sedentary, requiring sustained concentration. On occasion, standing, bending and carrying items weighing less than 40 pounds may be necessary. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

REQUIRED QUALIFICATIONS:

1. Must be currently enrolled in a degree seeking program and attending classes on a full-time basis.
2. Junior or senior level college standing in Accounting or Finance preferred.
3. Valid Alaska Driver's License.
4. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.