

Tweet/Garot Mechanical is offering an internship to participate and learn corporate accounting by working on various accounts payable and accounts receivable activities.

SUMMARY:

Calculate, post, and verify financial data for use in accounting records by performing the following duties:

- Works under close supervision with the Accounts Payable Supervisor
- Match invoices to purchase orders for processing
- Analyze invoices for proper taxability and pricing
- Maintain and update sales tax exemption certificates
- Review vendor statements and work with vendors to resolve issues discovered
- Assist in recognition of fixed asset additions and disposals
- Cost material and consumable inventory to job and work orders
- Update billing templates
- Perform other assignments/project as assigned by the Supervisor

QUALIFICATIONS:

- Pursuing a degree in Construction Management or similar.
- Willing to relocate to De Pere, WI during internship.

LOCATION

325 Reid Street
De Pere, WI 54115

PERIOD OF EMPLOYMENT

Spring, 2019

HOUSING

Unavailable

COMPENSATION DETAILS:

Paid

HOW TO APPLY

Cover Letter and Resume
and/or
Employment Application

CONTACT PERSON

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