



TWEET/GAROT MECHANICAL, INC.

## ACCOUNTING INTERNSHIP

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

### **Essential Duties and Responsibilities:**

- 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 credit card charges
- Review vendor statements and work with vendors to resolve issues discovered
- Assist in recognition of fixed asset additions and disposals
- Cost material, equipment, and consumables to jobs and work orders
- Assist in quarterly inventory counts
- Update billing templates
- Perform other assignments/projects as assigned by the supervisor

### **About Tweet/Garot**

Tweet/Garot Mechanical, Inc. is a mechanical contracting company with offices in De Pere and Wisconsin Rapids, Wisconsin. Tweet/Garot has been in business since 1897. Our business consists of design, engineering, fabrication and installation of plumbing, heating, air conditioning systems, and process and boiler piping, as well as building automation services. We also design, manufacture, and install food processing equipment. We service what we install by providing our customers with a full range of HVAC and plumbing service and maintenance.

### **Our Culture**

We know our success is our people! We want you to love what you do. At Tweet/Garot our employees matter. Joining our team is your opportunity to be your personal best.

To apply, please submit a Cover Letter and Resume and/or application on [tweetgarot.com](http://tweetgarot.com)  
TWEET/GAROT MECHANICAL, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER