

ACX

Accounting Internship

Targeted Start Date: Winter 2022

Objective: Interns principal duties and responsibilities will support ACX's AR and AP accounting functions. Duties will include some or all of the following:

AR Duties:

- Process customer invoices in ERP system against shipping department paperwork
- Prepare and apply customer payments against open receivables; track customer advance payments
- Administer collection of accounts through customer follow-up and analysis
- Prepare and distribute daily MTD sales and margin reports

AP Duties:

- Process vendor invoices against packing slip and open purchase orders
- Maintain filing system of vendor invoices and payments

Cost Accounting Duties:

- Assist with stockroom cycle counts as needed

General:

- Prepare monthly closing journal entries
- Answer accounting and financial inquiries through data research
- Optimize accounting processes through continuous improvement
- Comply and conduct business in accordance with all applicable laws and regulations
- Promote ethical behavior by acting with honesty and integrity
- Perform other duties as required
- Report directly to Accounting Manager