Job Title: Accounting Intern
Department: Administration
FLSA status: non-exempt
Reports to: Senior Accountant

Position Summary: The Accounting Intern is responsible for data entry, directives from the Senior Accountant, research, process documentation, and asset management assistance.

Essential Functions:
- Change the classes on a large amount of transactions since the beginning of accounting software
- Assist Accounting department with implementation of new classing system
- Create process documentation for members of Accounting Department
- Gain a full understanding of LFC’s accounting procedures
- Complete projects for Accounting Staff with an emphasis on quality in a timely manner
- Keep financial books, file documents, and take notes
- Other duties as assigned

Skills and Experience:
- Microsoft office skills
- Eagerness to learn and complete tasks successfully
- Must be moving towards or already possess a bachelor’s degree with a major in accounting
- Excellent teamwork and effective communications
- Organized approach to work and the ability to function at a high degree of urgency, accuracy, thoroughness and attention to detail
- A high level of dependability and accountability
- Ability to establish reasonable goals, prioritize tasks and meet deadlines
- Ability to simultaneously manage multiple tasks and projects

Reporting to this position: None

Demands and work environment: The demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Other demands may, from time to time, be required.

- Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk or hear. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Mental demands: While performing the duties of this job, the employee is regularly required to understand and follow oral/written instruction, guide and or give instruction, and make decisions in accordance with established procedures and policies.

- Work Environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal to moderate.

ADA Compliance: The Company is committed to complying with the Americans with Disabilities Act. As part of this effort, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of positions sought or held. If you would like to request an accommodation, please contact Human Resources.

I have read and understand this explanation and job description.

Signature: _______________________________________________________________ Date:_________________________

800.866.1635 I www.logicforce.com I 1201 Demonbreun St., Suite 930 Nashville, TN 37203