ACCOUNTING INTERN

**Position Term:**
Mid-May through Mid-August

**Reports To:**
Barbara Sircy, Controller

**Rate of Pay:**
$12.00/hour

**Hours:**
15 – 20 hours per week (days & hours flexible)

**Position Concept:**
The primary focus of this position will be to assist the Controller and Assistant Controller in the operations of the accounting department. This position is based from Golf House Tennessee in Franklin, Tennessee

**Responsibilities:**
Open and distribute mail to appropriate mailbox
Stamp invoices & distribute to appropriate person for approval
Make invoice copies (paid invoices paid by multiple companies)
File paid invoices
Set up payroll folders for summer staff
Enter deposit receipts in QuickBooks for Beverly Park
Enter deposit receipts in QuickBooks for Concord Park
Answer incoming phone calls
Type invoice summary sheet for PGA accounts payable
Process Passkey orders for walk-ins
Make bank deposits at Pinnacle Bank & Bank of America (as needed)
**Position Requirements:**
College Student with a background in accounting preferred

Must have working knowledge of computers, the internet, and Microsoft Office products

Organization of tasks and excellent time management skills are essential

Must have a willingness to learn and understand QuickBooks

Strong customer services skills will be used daily

**Please contact Barbara Sircy, Controller** bsirctngolf.org