

# Case Farms Accounting Internship Program 2010

**POSITION:** Accounting Internship

The individual will assist the Corporate Accounting group in the following areas:

- Reconcile and maintain monthly balance sheet backup
- Prepare monthly journal entries
- Assist with accounts receivable and accounts payable
- Reconcile and maintain monthly bank reconciliations
- Research invoices that do not match the purchase order system
- Assist with monthly closing and account analyses
- Other various projects assigned

Education and Experience:

- Completed 2 years toward a Bachelor Degree in Accounting
- Have an overall GPA of 2.75 or higher

Key Competencies

- Ability to meet required deadlines.
- Have a strong attention to detail and accuracy.
- Must have intermediate skills in Microsoft Excel.