

position summary

The Accounting Intern provides general accounting and office support as needed.

responsibilities

- Entering timesheet and expense data into database
- Invoicing
- Filing
- Report creation
- Preparing and cutting checks

qualifications and experience

- High School Diploma or Equivalent
- Desire to learn
- Strong attention to detail
- Excellent follow through and communication skills
- Strong organizational skills and the ability to prioritize work
- Ability to learn new databases (VantagePoint)
- Proficient in Microsoft Office (Excel/Word/Outlook)



Candidates interested in applying should submit a completed
Application for Employment to merjent.applicantpro.com.

Merjent, Inc is an Equal Opportunity Employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other legally protected factors. Disability-related accommodations during the application process are available upon request.