Date: August 20, 2012
Position: Accounts Receivable/Staff Accountant Internship
Reports To: Accounting Manager
Hours: 20-24 flexible hours during school year and 40 hours during summer
HARTMANN USA normal business hours are 8am – 5pm.

General Description:
The Accounts Receivable/Staff Accountant Intern at HARTMANN USA, Inc. is responsible for analyzing customer account detail, assisting in the cash receipt posting and collection effort of outstanding receivables, as well as to assist with various daily and month end accounting functions, while working in a small team environment. The successful person possesses solid accounting knowledge, excellent analytical skills and a self-motivated work attitude. No travel will be required for this position.

Key Responsibilities:
- Prepare large customer accounts receivable analysis and collection summaries
- Understand all accounts receivable (cash application and collections) processes in detail and be involved with these functions daily
- Assist with the preparation and processing of journal entries
- Assist with the preparation of general ledger account reconciliations and research account discrepancies as needed
- Assist with the preparation of daily and monthly bank reconciliations

Skills and Attributes / Education Requirements / Job Availability Requirements:
- Pursuit of Bachelor’s Degree (at minimum) in Accounting or Finance from an accredited four-year university
- Previous Accounting or Finance experience preferred
- Attention to detail, strong analytical skills with a drive for process improvement
- Effective written and interpersonal communication skills
- Ability to multi-task and be flexible in the performance of daily activities
- Proficient in MS Office suite applications (Word, Excel).

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of all employees assigned to this job.