

A & N Electric Cooperative

Job Description and Specifications



Job Title:	INTERN – Accounting	FLSA Status:	<input type="checkbox"/> Salaried	<input checked="" type="checkbox"/> Hourly
Department:	Accounting & Finance	Union Status	<input checked="" type="checkbox"/> Non-Union	<input type="checkbox"/> Union
Reports To:	Multiple Supervisors	Revision Date:	9/26/19	
Wage:	TBD			

Summary:

The Accounting Intern is a full time, temporary member of the Accounting and Finance department. This position affords the intern an opportunity to learn and gain valuable work experience while providing needed support for the Accounting department. The intern program is designed to achieve Cooperative objectives in assigned areas and meet Cooperative standards and goals. This position also serves to train and develop potential future employees of both A&N Electric Cooperative, as well as the cooperative industry as a whole. The tasks of the incumbent will be assigned and evaluated under the supervision of a Director of A&N Electric Cooperative.

Objectives:

- Provide necessary skills for the effective performance of the activities of the assigned department.
- Seek out and make recommendations for changes needed to improve the operations of A&N Electric Cooperative.
- Coordinate and cooperate with other personnel in performing assigned responsibilities.
- Observe all Safety Rules and Regulations adopted by the Cooperative.
- Assist assigned supervisor in planning and implementation of departmental objectives.

Qualifications:

- Candidates must be 18 years of age by the start of the internship assignment and must be a U.S. Citizen or authorized to work in the United States.
- Candidates must have a valid U.S. driver's license, good driving record and pass a pre-employment screen that includes a background check and drug screen.
- Candidates must be currently pursuing a BS or MS degree from an accredited college or university in a field or discipline which is applicable to the internship opportunity, such as Accounting, Finance or Business, etc., and currently maintaining a GPA of 2.5 or greater.
- The intern will be employed by and paid by a temporary employment agency; therefore, candidates must meet the requirements of A&N Electric Cooperative and the hiring agency.
- Some travel, within our service area, during and after hours, may be required. Preferred candidate would reside within A&N Electric Cooperative's service area and within forty-five (45) minutes of the corporate office.

Abilities and Skills:

- Must have ability to implement work plans, make sound decisions from observations and carry out instructions.
- Must possess superior mathematical abilities.
- Must be able to work under pressure and meet deadlines; as well as, work in harmony with many different personality types.
- Must be able to work with very little supervision and be proactive in responsibilities.
- Must possess a strong ability to communicate in both verbal and written form. Must have a strong knowledge of computer operations as it relates to file management, engineering data processing, software and hardware interface and program execution as it pertains to the running, changing, storing and managing of various (what ifs) system planning cases/scenarios.
- Must possess basic computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities.

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Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds unassisted and assist in moving objects in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Most of the work is performed in the Cooperative office, with occasional field trips required. Must work beyond normal hours on a regular basis as required for completion of duties. Subject to call at any time for emergencies.

This position may require shift work. Shifts may include 'off' hours, after hours, weekends, nights and holidays.

A&N Electric Cooperative is an equal opportunity employer and provider. M/F/V/D; Drug free