**We are looking for a Office Intern to join our team!**

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| --- | --- | --- |
| Position Title | Department | Reports to |
| Office Admin Intern | Office | Office Manager |
| Employment Status | FLSA Status | Effective Date |
| ☐ Temporary ☐ Full-Time ☐ Part-Time | ☐ Non-Exempt ☐ Exempt |  |
|  |  |  |

**Pay Scale 17.00**

**Essential Job responsibilities**

The essential functions include, but are not limited to the following:

* Taking payments in office/over the phone
* Scanning documents
* Assisting customers with bill amounts
* Emailing statements/documents
* Pull over data logs.
* Entering payables from vendors
* Attach bills to the invoices in QB for verification purposes.
* Reconcile credit card transactions daily.
* Research adjustments to bills
* Document return checks and NSF fees from customers and make journal entries to reference.

**Physical Demands:**

* Environment, such as office or outdoors.
* Essential physical requirements, such as climbing, standing, stooping, or typing.
* Physical effort/lifting, such as sedentary - up to 20 pounds.
* **Qualifications**
* Ability to use computer and various Microsoft products.
* 17 years of age or older.
* Ability to take direction and think independently.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

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| --- | --- |
| Reviewed with employee by: | |
| Name (Print): | Signature: |
| Title: | Date: |
| Received and accepted by: | |
| Name (Print): | Signature: |
| Title: | Date: |

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.