



DORCO ENTERPRISES LLC

Job Title:	Accounting Intern	Job Category:	Operational
Location:	Fernandina Beach	Travel Required:	None
Level/Salary Range:	Hourly	Position Type:	Part-Time
HR Contact:	hr@dorcoent.com	Date Posted:	May 18, 2022
Will Train Applicant(s):	Yes	Posting Expires:	June 18, 2022
Job Description			
<p>Dorco Enterprises is looking for an intern to support our growing business needs during the summer. We are looking for a talented and motivated college student to join our team. The Notebook to Ledger Program aims to develop your accounting skills in a professional business setting that better prepares you for your future career. Interns work closely with our Accounting Team on projects and daily tasks.</p>			
Role and Responsibilities			
<ul style="list-style-type: none">• Assist with general and cost accounting procedures.• Assist with special projects, reports, and research.• Provide support to the Accounting Team.• Perform other related duties as assigned.			
Qualifications and Education Requirements			
<ul style="list-style-type: none">• Junior or Senior Class standing.• Excellent verbal, listening, and written communication skills.• Excellent interpersonal and customer service skills.• Excellent organizational skills and attention to detail.• Excellent time management skills with a proven ability to meet deadlines.• Ability to demonstrate intermediate to advanced level Microsoft Office Application skills.• Regular, reliable, and non-disruptive attendance.• Ability to create and maintain professional, harmonious working relationships with staff and clients.			
Physical Requirements			
<ul style="list-style-type: none">• Prolonged periods of sitting at a desk and working on a computer.• Must be able to lift 15 pounds.			
Application Materials			
<ul style="list-style-type: none">• Resume• Cover Letter• Unofficial Transcripts			
Last Updated By:	T.J. Ingram	Date/Time:	May 14, 2022, 16:11