**Accounting Internship**

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**Company:** OTR Wheel Engineering, Inc. is a privately held corporation in Rome, Georgia, delivering specialized off-the road tires, wheels, mounted tire and wheel assemblies, and rubber tracks to original equipment manufacturers, resellers, wholesale distributors, and aftermarket customers.

**Summary/Objective:** The accounting internship position is responsible for assisting the AP and AR specialists with vendor and customer maintenance and provide effective organizational and communication skills within the organization. This role also serves as an internal auditor, ensuring that accurate and that proper accounting procedures are followed.

**Duties/Responsibilities:** The essential functions of the position include:

1. Reviews invoices for appropriate documentation and approval prior to ERP entry.
2. Assists in weekly check and ACH run by matching invoices with check stubs.
3. Prepare documentation for audit requests.
4. Inputs accounting records in E-File data management system.
5. Assists in special projects, such as month end closing adjustments.
6. Verify and post international wire payments
7. Review and reconcile supplier statements
8. Provides support for internal and external audits

**Education:** Currently enrolled in college/university, pursuing a bachelor’s degree specializing in Accounting or Finance.

**Required Skills/Abilities:**

1. Good organizational skills and ability to manage multiple tasks effectively
2. Ability to organize files and effectively retrieve data
3. Detail oriented with strong interpersonal skills
4. Problem Solving/Analysis
5. Team player/works well as a member of a group

**Work Environment:** This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. The accounts payable team consists of four accounts payable specialists and two interns.

**Job Opportunity:** Once the student has obtained an accounting degree, they will have the opportunity to be hired in full time to join the accounting team.