Accounting Intern Position - Meg Technologies, Inc.

We are ideally looking for candidates who are degreed in Accounting, looking to expand their accounting experience and grow into their career.

In this exciting position, you will be responsible for various duties in the accounting department, directly supporting management.

Responsibilities:
· Support accounts payable and accounts receivable processes
· Code documents that require knowledge in determining the proper classification of expenditure codes and accounting codes
· Reconcile discrepancies by checking all possible sources of disagreement
  Invoicing customers
  Cash receipts/applications
  Assist with credit background checks
· Perform other related duties and participate in special projects as assigned

Learning Objectives:
· Hands-on experience working in accounting
· Participating in daily accounting tasks such as tracking sales, accounts payable/receivable, daily reconciliations, and organizing electronic files

Qualifications:
· Must have a strong sense of responsibility and time management
· Must be willing to commute to work location
· Prefer candidates with a strong interest in accounting
Must be currently attending an accredited college and majoring in Accounting
Minimum 3.0 GPA or better (Transcripts Required)
Strong communication skills, written and verbal
Knowledge of Microsoft Office (Word and Excel)
Highly motivated and a self-starter
Must be at least 18 years of age and authorized to work in the United States for the duration of the program
Must have own local housing and transportation for the duration of the program (relocation not provided)

Regards,

Chris Benzen

Meg Technologies, Inc.
15381 Assembly Lane
Huntington Beach, CA 92649
Office: 714-893-3050
Mobile: 714-887-7146
Fax: 714-893-3404
www.mtifast.com