

**Accounts Payable Intern**

**Position Title:** Account Payable Intern

**Position reports to:** Corporate Controller

**Department:** Accounting

**FLSA Classification:** Hourly/ Non-Exempt

**Pay:** Minimum wage

**Location:** 2937 E Broadway road Ste#100 Phoenix, AZ 85040

**Hours required-** 12 to 16 hours per week ( during work hours of 8am to 5pm)

**Job Duties**

May include, but is not limited to:

- Process check requests
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- Reconcile vendor statements, research and correct discrepancies
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices

**Requirements:**

- High school diploma required, college courses in accounting preferred
- Must have strong work ethics
- Must be well organized and a self-starter
- Must be able to follow standard filing procedures
- Detail oriented, professional attitude, reliable
- Ability to communicate effectively verbally and in writing

**Benefits**

- None

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race creed, national origin, religion, marital status, sexual orientation, political belief or disability.