



OMAHA TRACK

MATERIAL EQUIPMENT FACILITIES

Job Title: Accounting Intern

Company: Omaha Track, Inc.

Organization: Accounting - Customer Care

Location: Omaha, NE

Site Supervisor: Accounting - Customer Care Manager

Manager: Chief Financial Officer

Exempt Status: Non-Exempt

Position Status: Part-Time/Temporary

Position Description

The Accounting Intern is responsible for assisting the Customer Care Manager with Omaha Track's railroad project management and inventory. This position will also work with the Accounting Department on special projects as needed. The Accounting Intern will be part of an inclusive team environment and will finish the internship having learned to apply financial and accounting basics to real-life scenarios and with a broader knowledge of the railroad/transportation industry.

Major Areas of Responsibility

- Audit railroad project files and prepare for reconciliation
- Review, track and distribute daily progress of Field Crews
- Enter manually-generated invoices in the accounting system
- Maintain project and accounts receivable files
- Process transactions within the inventory system
- Review rail yard paperwork to ensure all transactions have been processed
- Assist Customer Care Coordinator with processing shipments as needed
- Make adjustments to invoices in the inventory and accounting systems
- Assist with month-end project reconciliation preparation
- Verify theoretical versus actual shipping data; reconcile discrepancies as they arise
- Other duties as assigned by management

Minimum Qualifications

- High School Diploma or equivalent required
- Working towards an associate's or bachelor's degree in accounting, finance, business, or a related field with at least one year completed
- Consistent attention to detail and organization
- Ability accurately complete assignments in a timely manner
- Demonstrated initiative to proactively seek out work, complete tasks, and follow-up on outstanding items

Work Requirements

- Dependable and consistent attendance/punctuality
- Must be able to work 15 - 20+ hours per week, between the hours of 8 am - 5 pm, Monday – Friday
- Strong aptitude with technology including proficiency with Microsoft Office Suite, especially Excel
- Ability to effectively work in a team environment while still completing independent work tasks/ assignments
- Ability to meet all functional requirements including, but not limited to: lifting, sitting, kneeling, standing, walking, bending, squatting, finger dexterity, and reaching above/below shoulders

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description was last updated on August 14, 2017