The Express

Bookkeeper – Accounting Internship

About our Organization:
The Express is a vegetarian grill and deli located in the Shell station on the WWU campus. This location has a special history at Walla Walla University as it once housed the College Dairy Snack Bar.

About this position:
The Dairy Express is looking to hire a Bookkeeper- Accounting Intern. This position is responsible for performing all day-to-day bookkeeping duties determined by the Store Manager. Some of these duties include accounts payable, accounts receivable, ensuring all income, expenses and employee information are accurately recorded, staying on top of transactions and assisting with HR related tasks.

Duties include, but are not limited to:

• Entering daily sales counts
• Counting till money
• Entering and counting inventory data.
• Keep accurate financial records and ledgers
• Balance books and double-check accounts for errors
• Create financial reports and submit them to management
• Create quarterly financial reports and submit them to the management
• Complete special projects as needed and other duties as assigned

Qualifications:
• Junior or Senior standing
• Minimum 3.0 GPA
• All majors are welcome to apply; Preference is given to a business accounting/finance major
• Must be detail oriented, self-motivated, and dependable.
• Strong computer proficiencies in Microsoft Word, Excel, Outlook and PowerPoint with the ability to efficiently learn new technologies.
• Ability to multi-task in a fast paced environment.
• Superior verbal and written communication skills.

To Apply:
This position is for 8-10 hours/week. Preference is given to a business accounting/finance major. This position can also double as a paid internship if needed. Send your resume and your completed Student Employment Application to Hugh Daley at Hugh.Daley@wallawalla.edu

The Express is an equal opportunity employer.