Bookkeeping Assistant Intern

Location:
Walla Walla, WA United States

About Vivo Technologies:
Vivio Technologies is the world leader in ColdFusion VPS Hosting, Managed VPS Hosting, Dedicated Servers, and Secure High-Availability Server Clusters.

Vivio was founded by people who love technology and believe in Christian principles; we believe it is one of our purposes and responsibilities to help our fellow men and women in any way we're able. By doing business with Vivio, not only will you be working with a company that is dedicated to making your life easier, but also dedicated to improving the quality of life for everyone.

Job Description:
Vivio Technologies is looking for a Bookkeeping Assistant Intern. You will be involved in helping in various aspects of accounting work and helping clients in related activities.

Sample Responsibilities May Include:
• Accounts Receivable: posting payments, making deposits, collections
• Accounts Payable: receive bills, process payments
• Auditing client services and cash flow projections
• Auditing client usage and vendor invoices for services used

Educational Benefits to be Derived by Students in this Job:
• Real-world accounting experience

Minimum Qualifications:
• Business major or interest in accounting
• Completed one year of Principles of Accounting or one year related accounting experience
• Must possess skills in word processing and spreadsheets

Pay Range:
• $12.00 to $15.00

How to Apply:
• Email cover letter, resume, and availability to Mark Keymer, COO at mark@viviotech.net
• Please note if you are Washington State Work-Study eligible in your cover letter.