Job Title: Accounting Intern
Company: AdvanceCare Health Services, LLC
Web:
Address: 3310 Lebanon Road
City: Hermitage
State: TN
Zip: 37076
Contact Name: Sapumal Herath
Contact Title: 
Contact Phone: (615) 891-4132
Phone Ext: 
Fax: (615) 823-2878
Salary: Non-paid Intern
Days: Monday – Friday
Hours: 10 hours weekly between 9:00 am and 5:00 pm

Job Description: Provide clerical support for the Accounting department
● Assist with our company's billing process, Accounts Payable and Accounts Receivable
● Ensure the completion of assigned tasks in line with established deadline
● Work directly with the Fiscal Manager to complete special projects as needed
● Other tasks as assigned

Additional qualifications for this position:
● Must be actively enrolled in an undergraduate program at an accredited University, with a major in Accounting. Junior or Senior level, with a current GPA of 3.0 or above
● Strong organizational skills
● Excellent computer skills, including knowledge of Microsoft Office applications
● Must have reliable transportation - internship requires errand running
● Strong research and writing skills
Contact Method: info@tnadvancecare.com

Job Type: Part time Non paid intern

End/Removal Date: