



michigan agricultural commodities, inc.

445 N Canal Road

Lansing MI 48917

(517) 627-0200 / (800) 878-8900

www.michag.com

Job Description: Accounting Intern

Working Conditions:

- Internship Employment Hourly Wages
- Hours: 40-hour weeks, Monday through Friday. Nights and weekends during harvest may be required.
- Location: Lansing or Middleton, with some time potentially spent other locations

Supervision: Reports to Facility Office Manager. Accounting Manager and location Accounting Assistant provide additional direction.

General Description: The MAC accounting internship is designed to provide a real-life experience for a student to gain exposure working in private sector accounting. In this role, student will perform basic accounting duties. Experience includes a variety of different tasks, with a goal to cross-train an intern to benefit from as many different accounting experiences as possible. Intern will also gain understanding of a grain terminal and the grain trading business.

Scope of Responsibilities & Job Requirements

- Basic accounting tasks:
 - Fertilizer, grain, and feed invoicing and inventory additions
 - Daily ticket import, cutting grain checks, entering contracts and grain sales
 - Customer payments, AR/AP transactions, filing, bank deposits, and reconciliation
- Training in grain ticket and settlement process
- Customer service – phone and office contact
- Facility financial performance review and analysis
- Special projects for accounting staff and management as needed
- Help with management of mail
- Participation in summer long merchandising experience
- Other duties as assigned

Desired Skills/Competencies

- Must have excellent computer skills, including Microsoft Word and Excel.
- Motivation to learn new skills and information
- Organizational and attention to detail skills
- Demonstrate excellent customer service
- Pursuing a bachelor's degree in accounting or agricultural related discipline

*This job description should not be construed as an employee contract. Management retains the right to employ-at will.

*Michigan Agricultural Commodities is an equal opportunity employer dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or other group status protected by Federal, State, or local laws.