Internship DBH Distributing, LLC

**Scope:**
DBH Distributing, LLC is looking for an excited and hard-working Accounting and Finance Intern! Working directly with the Accounting Manager, this person will assist in various accounting tasks related to expense reporting, P/L analysis, accounts payable, accounts receivable, bank reconciliation and financial reporting. This is a paid internship with a chance to work alongside some of the brightest in the industry.

**Responsibilities:**
- Book, record and review daily transactions while managing the Accounts Payable functions
- Process expense reports transactions via CONCUR
- Assist with financial reporting, month-end close, and sales tax compliance
- Create journal entries and maintain supporting documentation, schedules, and reconciliations (cash, intercompany accounts, accruals, deferrals, prepaid, fixed assets, inventory, COGS)
- Investigate discrepancies and provide variance explanations through analysis of performance drivers
- Support various ad hoc projects and analysis for department members
- Initiate continual process improvement efforts, enhancing timeliness and accuracy of financial results
- Improve departmental processes and procedures to expedite the close process

**Skills/ Requirements:**
- Currently enrolled in an undergraduate degree program; Accounting, Finance, or Business Administration majors preferred
- Proficiency in PowerPoint and Excel (Formulas, Vlookup and Pivot Tables)
- Strong analytical skills
- Highly organized and detail oriented
- Ability to manage multiple projects and responsibilities simultaneously
- Ability to effectively communicate alongside other business units and upper management
- Ability to work 20 hours per week during the semester and/or 40 hours per week on-site throughout the summer

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