Employment Opportunities with Louisiana-Pacific

PAID ACCOUNTING INTERNSHIP- 20 Hours a Week

Louisiana-Pacific Accounting Internship duties:

KEY RESPONSIBILITIES:

- Post accounting information to appropriate accounts
- Prepare statements, invoices, and moderately complex reports
- Process accounts payables and/or accounts receivables.
- Balance accounts
- Work with vendors and customers in resolving account issues and discrepancies
- May process hourly payroll for site
- May provide training to other accounting clerks
- Assume tasks and responsibilities as other accounting clerks and/or supervisor as needed
- Perform miscellaneous office duties
- Perform all duties in accordance with safety rules and regulations.
- Perform other duties as necessary

EXPERIENCE:

- 3 - 5 years' accounting or clerical experience required
- Or any combination of experience and training that demonstrates the ability to perform the key responsibilities of this position

The Best applicants will possess the following:

- Excellent communication skills
- Junior status
- One or two years of experience in accounting preferred
- Entrepreneurial spirit
- Strong work ethic and organizational skills
- Competitive and driven to achieve
- Resilient and determined
- Ability to work independently as well as in a team environment

You can also apply now by sending your resume to our internal recruiter, Cynthia.kern@lpcorp.com or applying on-line.

Located in Downtown Nashville: 414 Union Street, Nashville, TN  37219