

**2017 SUMMER INTERNSHIP POSITION DESCRIPTION**

DEPARTMENT: Central Accounting

LOCATION/ADDRESS: 909 Packerland Drive  
Green Bay WI 54303

SALARY PREDETERMINED: **\$10.10/ HR**

NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN AND CONTACT INFORMATION:

NAME: Robert Chambers  
TITLE: Accounting Manager – Operations  
EMAIL: rchamber@oneidanation.org  
PHONE:920-490-3556

DATES OF EMPLOYMENT: **JUNE 5<sup>TH</sup>, 2017 THRU JULY 28<sup>TH</sup>, 2017**

NUMBER OF HOURS PER WEEK: **36 HOURS PER WEEK**

INTERN DUTIES/PROJECTS (LIST IN PRIORITY ORDER.

(INCLUDE PERCENT OF TIME SPENT ON EACH DUTY/PROJECT WEEKLY):

- Invoice data entry – Non PO 25%
- Invoice data entry – PO 25%
- OnBase understanding – to learn how the Nation uses OnBase to save and retrieve records 15%
- Telephone answering – to be able to serve Accounts Payable customers via telephone 10%
- Payables Ledger Subsystem training 25%
- 

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- At least an Associates Degree in Accounting
- Eager to learn!
- Customer Service Skills
- Data Entry skills
- Work independently as well as interacting with others
- Organizational skills