



2018 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: Lee Thomas
TITLE: Accounting Manager – Operations
EMAIL: lthomas@oneidanation.org
PHONE: 920-490-3537

DATES OF EMPLOYMENT: **JUNE 11TH, 2018 THRU AUGUST 3RD, 2018**

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 & Travel 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