



## Accounting Internship

In 1985, Mike and Kim Crabb founded Diamond C with a small team and a big dream. Over the years, the company has grown significantly, now employing over 900 team members. Diamond C remains a family-owned and operated business, with a strong emphasis on our foundational “Do Work, Love Strong” culture, which is based in Mt. Pleasant, TX.

We are unwavering in our commitment to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. Our purpose is to fuel the growth and success of our team members, customers, and community. We're dedicated to being a positive force for change and using our expertise to make a meaningful impact on our community abroad. This role is located in Mount Pleasant, TX 75455

### **Purpose:**

Contribute to the company's financial success by providing critical support to the accounting team, assisting in maintaining accurate financial records, and ensuring compliance with accounting standards.

**Shift & Schedule:** This is a part-time position allowing up to 25 hours per week. We offer flexible scheduling and will collaborate with the right candidate to establish a work schedule.

### **Responsibilities:**

- Data Entry and/or scanning in paper records
- Work with accounts payable team
- Monitor daily inventory transactions: document unusual transactions and maintain a log of disposition of those unusual transactions.
- Help maintain a monthly close checklist and interview departmental team members to optimize layout, identify antecedent and dependent process steps, and consolidate into one worksheet.
- Update and maintain the monthly reconciliation control checklist and suggest areas for improvement.
- Assist with transactional detail research, used in our monthly forecast meetings.
- Make improvements to our forecast files, including formula updates, linking, and layout.

### **Qualifications:**

- Enrolled in an accounting program leading to a college degree or actively pursuing a college degree in accounting
- Google Sheets / Excel & Google Docs / Word experience preferred but not required
- Excellent written and oral communication skills.
- Good organizational and follow-through skills.
- Advanced typing skills