



ACCOUNTING INTERN

Baltimore, MD 21230 (Locust Point)

Shapiro seeks local accounting majors (sophomores, juniors, and seniors) for internships at our corporate headquarters to learn AR and AP. Please be currently enrolled in a local Baltimore-area college in an accounting program and able to work in Locust Point Baltimore.

Starting rate: \$12.00 an hour for 20-29 hours per week during the semester beginning now, April 2019, and throughout the summer. Potential exists to extend this into the next semester.

Shapiro is 103-years old, but we are not your grandpa's logistics company. Join one of the most respected customs brokers & global logistics firms in the country.

Normal business hours are 8 AM – 5 PM, Mon-Friday. Parking is free.

Accounting Intern: This position will get exposure to processing accounts payable transactions, including, but not limited to, processing outgoing check runs and mailing out-going payments, as well as monitoring domestic/foreign vendor statements. The position will also be exposed to AR transactions by assisting with processing incoming customer payments, updating/maintaining customer accounts, collections, and credit risk status.

Customs brokers & freight forwarders move cargo around the world. You'll support a dynamic accounting department and get exposure to AR and AP tasks dealing with US Customs, FDA, and other logistics vendors within the global supply chain. This internship will put you ahead of your classmates in understanding where accounting fits into the world of global trade.

DUTIES AND RESPONSIBILITIES

- Assist with coding and review of accounts payable entries. Reconciliation and adjustment of payable amounts.
- Assist with processing incoming daily cash receipts (lockboxes, wire transfers, ACH credits, credit cards and loose checks) and posting payments to customer accounts.
- Assist the accounts receivable team with customer account reconciliations and collection efforts.
- Reconciliation of vendor statements to accounts payable records, including researching discrepancies (as needed).
- Assist with weekly check runs for domestic and corporate payables.
- Reconciliation of foreign agent statements to accounts payable ledgers, conversion of applicable foreign currencies, and researching discrepancies.

- Update/Maintain credit notes in customer files. Distribution of monthly statements to customer. Updating our system with annual D&B credit report data.
- Filing of payables, miscellaneous data entry. Assist with front desk coverage for receptionist and other general office support activities.

EDUCATION, EXPERIENCE, & ABILITIES

- Currently enrolled in a college-level accounting major (HS or GED equivalent).
- Excellent proven accounting skills developed from current curriculum, and/or prior internship or part-time job, along with willingness to handle admin duties.
- Excellent written and verbal communication skills required to interact with all individuals within the organization and to communicate information to customers and vendors.
- Skills, abilities, and aptitude to be cross-trained, step in, and contribute.
- The ability to work as an effective member of a team.
- Ability to handle various tasks simultaneously under high pressure and within demanding time constraints.
- Reliable. Punctual. Organized.
- Discipline to implement and follow Standard Operating Procedures.
- Very strong computer/tech skills (Excel, Office, databases).
- Critical thinker.

FLSA status: Non-exempt/EOE, temporary part-time student role.

ABOUT SHAPIRO

Samuel Shapiro & Company, Inc., a third-generation family-owned business founded in 1915, provides creative and flexible logistics services. With over 145 employees and worldwide strategic alliances, Shapiro is the supply chain partner that delivers customized, compliant, and reliable solutions to address its customer's specific import and export needs. Only Shapiro has an experienced and personable staff that truly cares and commits themselves to proactively achieving its customers' business goals.

CONTACT US!

Please send all resumes via email to:

Rich Lucas, Recruiting Manager / rich@shapiro.com