



## ACCOUNTING INTERN

Baltimore, MD (Locust Point)

Shapiro seeks local accounting majors (juniors and seniors) for internships at our corporate headquarters.

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

Starting rate: \$10.00 an hour for 29 hours per week during the summer semester 2018. Normal business hours are 8 AM – 5 PM, Mon-Friday. Parking is free. We also discuss extending the roles for multiple semesters and summers.

**Accounting Intern:** 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.

Primary duties include processing AP transactions, processing check runs, mailing payments, and monitoring domestic/foreign vendor statements. The position will also assist with AR tasks and administrative office tasks.

### DUTIES AND RESPONSIBILITIES

- Coding and review of accounts payable entries.
- 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.
- Act as primary back-up for processing of incoming daily cash receipts (lockboxes, wire transfers, ACH credits, credit cards and loose checks) and posting payments.
- Update/Maintain credit notes in customer files. Distribution of monthly statements to customer. Updating our system with annual D&B credit report data.
- Assist accounting staff with month-end-close procedures.
- Filing of payables, miscellaneous data entry. Assist with front desk coverage for receptionist and other general office support and clerical 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 student role.

### ABOUT SHAPIRO

Samuel Shapiro & Company, Inc., a third generation family-owned business founded in 1915, provides creative and flexible logistics services. With six port locations, over 140 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](mailto:rich@shapiro.com)