

MONTEREY  PACIFIC
Applied Agricultural Technologies

Job Title: – Intern Accounting Coordinator

Department: Accounting

Non-Exempt: Full-Time Paid Internship

Hourly Rate: \$20.00 to \$22.00

Monterey Pacific Inc. (MPI) is a dynamic and innovative vineyard management company located in Soledad Ca., growing premium wine grapes from the Santa Lucia Highlands in Monterey County to Shandon in San Luis Obispo County. MPI prides itself on practical and sustainable farming practices and the use of advanced agricultural technologies. We have a strong team of dedicated, forward-thinking individuals, who welcome the challenges of specialized farming.

This is a great opportunity for a self-motivated and energetic individual to work alongside the Accounting Manager, providing the necessary accounting data for our team.

Job Summary: The Intern Accounting Coordinator performs a variety of accounting and bookkeeping duties according to established procedures. Must have an understanding of GAAP – A/P, A/R, GL, financial statements, cash flow and bank rec. Maintains contact with staff, vendors and observes confidentiality of vendors and company matters. Possess computer skills and word processing with good mathematical background required to perform in an accounting setting.

Essential Functions:

The Intern Accounting Coordinator has the following responsibilities:

1. Utilize computerized accounting software programs /QuickBooks/Excel/Word to perform duties and responsibilities.
2. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
3. Code documents according to company procedures.
4. Reconcile or note and report discrepancies found in records.
5. Organizes and maintains financial records.
6. Match order forms-receipts with invoices and record necessary information.
7. Maintains telephone and personal contact with staff and vendors on payable matters.
8. Reads manuals and procedures, maintains and updates procedural manuals as needed.
9. Assist in financial management and analysis under the direction of the Accounting Manager.
10. Organizes and maintains retention files with support documentation for required period of time.
11. Communicate and work with team to analyze accounting data and provide necessary reports when needed.
12. Other duties as assigned.

Knowledge, Skill and Experience:

Skills Required: High School Diploma or GED equivalent required, college level accounting classes and/or working toward Accounting Degree preferred. Possess excellent verbal and written communication skills. Proficient computer skills with knowledge of Outlook, word processing, and excel spreadsheet programs. Must be able to operate a 10 key, fax, and copy machine. Attention to detail, ability to sort, check, count, and verify numbers. Ability to work independently, self-starter, energetic, demonstrates good common sense and sound judgment. Bilingual/bi-literate preferred. (Spanish/English)

Benefits:

Medical, Dental, Vision and Life insurance
401 (k) Traditional and Roth Retirement Plan
Paid Holidays, Vacation and PTO

Send resume to silia@montereypacific.com