

Job posted on 2014-04-17 by 00026579; posting expires on 2014-05-30

Employer: PDC

Position: Accounting Intern

Job Description: Internship,

Duties for PDC's Accounting Interns may include, but are not limited to the following:

- Basic data entry to the accounting information system, or to source systems, including Excel spreadsheets;
- Basic accounting functions, such as: account reconciliations; processing AR, Cash, or other vouchers; generating or preparing reports; or basic budgeting and forecasting assistance;
- Assist the data maintenance process, including W9s, correspondence, and other documentation;
- Customer interactions/communications (fielding basic phone calls, basic correspondence);
- Administrative duties including copying, filing, assembling documentation, printing or mailing large volumes of checks or other documents; etc.
- Assist in the preparation of various Company filings;
- Assist in the preparation of certain monthly financial reporting packages submitted to senior management;
- Basic interaction with external or internal auditors;
- Ability to maintain confidentiality of certain sensitive or confidential data;
- Perform and assume other duties and responsibilities as may be required.

Qualifications: QUALIFICATIONS:

1. Currently enrolled in college and majoring in Accounting;
2. Completion of at least sophomore year in college;
3. Ability to work at least 20 hours per week.

Perferred Major(s): Undecided or None;

Application Instructions: Qualified applicants may submit resumes to hr@pdce.com or diana.logue@pdce.com.