



## ACCOUNTING INTERNSHIP

Precision Alloy Services is a specialty metals distributor and processor located just 5 minutes from Bowling Green State University in Bowling Green, Ohio. Precision Alloy Services carries a large inventory of materials including nickel, cobalt, aluminum and titanium alloys, stainless steels and specialty alloy steels in a variety of sizes of sheet, plate, bar, and wire. Processing includes bar sawing, water-jet cutting, chamfering and other services.

We are currently seeking an intern for accounting. Interns will be trained in a variety of activities related to the business. Activities will include, but are not limited to the following:

- Controller
  - Process payroll via payroll processing company.
  - AR/AP
  - Monthly financial reporting.
  - Work with outside CPA firm to prepare required tax filings
  - Work with outside CPA firm to perform accounting tasks for related real estate company.
  - Manage information requests for company operations.
  - Prepare line of credit reporting.
- Human resources
  - Manage administration of employee benefits
  - Manage onboarding process for growing company
- Understand and help to manage software and hardware required to facilitate growth.
  - Must have working knowledge of Sage 50 (Peachtree), Sage 100 (MAS 90) or similar accounting software, Word, Excel and Outlook
  - Facilitate interaction between various software vendors and programs.
  - Work with outside contractor to maintain and improve informational website.
  - Other related duties.

This opportunity is open to accounting/finance majors and could lead to a full-time position. No prior experience is required. Although the internship is considered full time, we can be flexible with hours in order to work around class schedules, etc.

Employment applications are available at [www.precisionalloyservices.com](http://www.precisionalloyservices.com). Interested parties may also email resumes to the contact information listed below:

**Marty Walsh**

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[www.precisionalloyservices.com](http://www.precisionalloyservices.com)

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