



GUAYAKI SUSTAINABLE RAINFOREST PRODUCTS, INC.
JOB DESCRIPTION

JOB TITLE: Accounts Payable Intern

DEPARTMENT: Accounting

REPORTS TO: A/P & General Accountants

CLASSIFICATION: Non-Exempt

COMPENSATION: \$18/hour, paid holidays, sick leave, monthly yerba mate allotment

TIME: This position is for a 6 month commitment with the possibility of continuing for 1-2 years. Must be willing and able to work approximately 20-30 hours per week during normal business hours, overtime is optional.

SUMMARY: Looking for a current accounting, finance, or business administration student. Responsible for Accounts Payable duties, including but not limited to invoicing and reconciliation.

DUTIES AND RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Work closely with the Accounting, Office and Operations teams.
- Sort and review invoices and check requests for proper account codes, discounts, and payment terms, and prepare them for entry (coding). May include invoicing related to inventory.
- Obtain proper support for payment, including purchase orders, bills of lading, approvals.
- Enter invoices into accounting system for payment and review input for accuracy.
- Perform reconciliation of payments, as necessary.
- Tracking, coding and accurate input of employee expense reimbursements, which includes a quick turnaround.
- Enter credit card transactions in NetSuite and reconcile the monthly statements
- Track, update and keep payments up to date for new and existing storage units.
- Assist employees, vendors, clients and customers by answering questions related to accounts, procedures and services.
- Perform electronic and manual vendor file maintenance.
- Investigate problems related to accounts payable, bill payments, as they arise.
- Follow established company and accounting procedures.
- Assist with accounts receivable functions on a regular basis and/or as requested.
- Perform other duties as assigned by manager.

QUALIFICATIONS:

- Ideal background: Have taken 3+ Accounting Courses.
- Preferred: Intermediate to advanced skills in using spreadsheets and word processing software (Microsoft Office suite).



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- Commitment to excellence and high standards.
- Self-starter.
- Excellent written and oral communication skills.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow; proven ability to handle multiple tasks and meet deadlines.
- Ability to work as a team member in a time-sensitive environment.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to do the following:

- May sit or stand to complete work at a computer for many hours during the day.
- Heavy use of the computer.
- Utilize visual acuity to operate equipment, read technical information, and/or use a keyboard.
- Calculate figures and amounts.

TO APPLY: Submit a resume and a cover letter explaining how you are the best person for this internship to jobs@guayaki.com. Be sure to put “Accounting Internship” in the subject line of the email.