

# ACCOUNTING INTERN/CO-OP



## EMPLOYMENT OPPORTUNITY

### WEBSITE:

<https://www.celina.com>

### EMAIL:

[hr@celina.com](mailto:hr@celina.com)

### HOW TO APPLY:

Email your resume to [hr@celina.com](mailto:hr@celina.com) or complete an application from our website

5373 State Route 29  
Celina, OH 45822

### COMPENSATION & BENEFITS includes:

- Competitive Pay
- Flexible Hours that work with your class schedule
- Retirement Savings Plan with Match

CELINA is an Equal Opportunity Employer

### About CELINA:

CELINA is a small business located in Celina, Ohio with expertise in the design, engineering, test & evaluation, manufacture, kitting and installation of high-reliability soft-sided shelters and shelter-related products in both the commercial and military markets.

### What you'll do

Under general supervision, the **Accounting Intern/Co-Op** will assist and support the accounting functions, including costing, pricing, assisting with reporting and ERP accounting software within our CELINA businesses.

### Experiences may include:

- Cost Analysis and Reduction
- Generates financial reports in ERP or other accounting systems
- Analyze profit margins and report on factors influencing changes in profitability.
- Performs filing as needed of various financial documents.
- Reviews invoices and records documents in ERP by vendor account.
- Preparing detailed budgets for various departments and projects
- Communicates frequently with internal departments for clarifications and follow-up.
- Other accounting and finance duties as needed.

### What CELINA Offers:

CELINA is excited to offer 2-3 internship/Co-op opportunities focused on supporting CELINA's accounting and finance-related functions. This role is designed for students who are eager to apply their classroom learning to real-world business experiences. Interns will gain invaluable insights into the projects, tasks, challenges, and opportunities that define the industry today. Our summer internship is not only a learning opportunity, but a chance to contribute meaningfully to our projects and objectives.

### Knowledge, Skills, and Abilities

- High school diploma or equivalent
- Actively pursuing an Accounting or Finance collegiate degree
- Proficient use with MS Office suite applications
- Good understanding of Generally Accepted Accounting Principles (GAAP)
- Acumatica ERP or other accounting system experience, preferred
- Ability to work in-office for a minimum of 40 hours per week during Summer Semester 2024
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Proficiency in accounting software and tools
- Detail-oriented with a focus on accuracy
- Ability to work independently and as part of a team



Accounting Intern/ Co-Op v1