

Wakefern Food Corporation

We have the following internship opportunity in Wakefern Financial Services (WFS) for the summer of 2011.

Cash & Sales/Retail Finance Intern (Edison, NJ)

Wakefern Financial Services

This internship position is a great opportunity for a student majoring in Business Management, Finance, Accounting, or another related field to gain hands on experience working with Wakefern's Financial Services Division.

The WFS Summer Intern will be working in Cash & Sales and Retail Finance. Within Cash & Sales, the Intern will be responsible for tasks that establish and maintain the processing of Cash & Sales data for the Members and Pharmacy AR data entry. In Retail Finance, the Intern will be responsible for the timely processing of repayments, research and reconciliation and printing and mailing invoices to the vendors.

Responsibilities are inclusive of but not limited to:

Cash and Sales:

- Open, sort and batch mail as received from Member
- Reconciliation of Cash & Sales/ AR data to source documents
- Responding to Member inquiries regarding Cash & Sales/ AR issues
- Pharmacy AR data entry
- Perform additional duties and projects as assigned

Retail Finance:

- Coding and Entering Repayments
- Research and Reconciliation
- Printing and Mailing invoices to vendors

To be considered a candidate must meet the minimum qualifications of the position:

- Must be at least 18 years old
- Must have completed 24 college credits with a 2.9 cumulative GPA or better
- Must be currently enrolled in undergraduate or graduate school for fall of 2011
- Successful completion of a substance abuse test and background check required
- Strong MS Office skills (Excel, Word and PowerPoint required. Knowledge of Lotus Notes and Access a plus.)
- Valid driver's license and flexibility with regard to travel required
- Strong interpersonal, analytical and customer service skills with the ability to multitask and manage time effectively
- Excellent communication skills (written, oral and presentation)
- Ability to exhibit proper business etiquette when dealing with all levels of the organization
- Previous work experience in a retail environment is beneficial

RESUMES MUST BE RECEIVED NO LATER THAN MARCH 25, 2011

Please submit your resume through www.shoprite.com or www.wakefern.com for consideration. Additional inquiries can be sent to InternshipRecruiter@wakefern.com

EQUAL OPPORTUNITY EMPLOYER COMMITTED TO A DIVERSE WORKFORCE, WHICH REFLECTS THE COMMUNITIES WE.

