

# Wakefern Food Corporation

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

## **Member Services Accounts Payable and Treasury Intern (Edison, NJ)**

**WFS**

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 Wakefern Financial Services Summer Intern will be working in the Member Services Accounts Payable and Treasury Departments. Within Member Services Accounts Payable, the intern will be responsible for the timely processing of Expense and Local Invoices. In Treasury, the intern will be responsible for Bank Reconciliations and General Ledger Account Reconciliations and Schedules. It will give the intern a good feel for the financial services we provide to Members as well as the work of our treasury department.

### **Responsibilities are inclusive of but not limited to:**

Member Services Accounts Payable:

- Open, Sort, Timestamp mail for assigned Stores/ Expenses
- Process Expense and/ or Local Invoices
- T&E audit and Local data entry
- Provide Members and other SFS Departments with required copies for Management and Financial review as needed
- Research Vendor Statements
- Respond and resolve Member AP related issues/ concerns
- Perform additional duties and projects as assigned

Treasury:

- Preparing Bank Reconciliations and Schedules
- General Ledger Account Reconciliations
- Perform additional duties and projects as assigned

### **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](http://www.shoprite.com) or [www.wakefern.com](http://www.wakefern.com) for consideration.  
Additional inquiries can be sent to [InternshipRecruiter@wakefern.com](mailto:InternshipRecruiter@wakefern.com)

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