



Job Title:	Accounting Intern
Department:	Accounting
Reports To:	Accounting Manager
Supervises:	None
Job Group:	Administrative Support Workers
Exempt or Non-Exempt:	Non-Exempt

Job Description:

The Accounting Intern will gain valuable, hands-on experience in a dynamic accounting environment, working alongside experienced professionals while supporting a variety of accounting functions. This role offers exposure to key accounting processes, financial reporting activities, reconciliations, and business operations. The successful candidate will be detail-oriented, adaptable, and eager to learn, with a willingness to take on new challenges in a fast-paced setting. This internship provides an excellent opportunity to develop technical accounting skills, gain experience with industry-specific systems, and contribute to meaningful projects while building a strong foundation for a career in accounting.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Performs daily and monthly duties such as:
 - Prepare and enter adjusting and monthly journal entries.
 - Machinery/Equipment sales cycle
 - Subledger maintenance
 - Manufacturer statement reconciliations
- Gain working knowledge and a solid understanding of the operating system.
- Maintain good communication with the accounting/field personnel.
- Work independently and with team members to create logical and effective solutions to job-related situations.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.

- Maintain a positive and professional working relationship with peers, management and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- The ideal candidate will be a junior or senior in college, pursuing a degree in Accounting, Finance, or a related field.
- The candidate must be detail-oriented and able to maintain a high level of accuracy when completing tasks and analyzing financial information.
- The candidate should be a motivated self-starter who can work independently and take initiative in a fast-paced environment.
- The candidate must possess effective verbal and written communication skills to interact professionally with team members and stakeholders.
- The candidate should demonstrate strong interpersonal skills and the ability to build positive working relationships with colleagues across the organization.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right ___ Left ___		X		
Is repetitive use of hand required?		X		
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation	X			
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		

Lifting:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment?	X			