

Finance Intern

Mark Andy Inc. is the Total Solutions Partner to the printing industry with a mission to be 'the supplier of choice with high quality innovative solutions that drive customer profitability.' The company responds to business needs by offering the broadest portfolio of equipment, the largest consumables distribution and now the most robust service infrastructure to better support printers and converters around the world. For more information, visit www.markandy.com.

Mark Andy is headquartered in St. Louis, Missouri, USA, with sales and distribution offices worldwide.

Position Summary

Process vendor invoices/credit memos, perform various reconciliations including the A/P trial balance to the GL, maintain tax filings and 1099 information, and coordinates the weekly check runs and month end procedures for the Accounts Payable area.

- Processes invoices and credit memos for payment.
- Researches invoice discrepancies.
- Posts all petty cash transactions and travel vouchers.
- Tracks OEM deposits and travel advances.
- Monthly reconciliation of A/P trial balance, prepaid/deposits, and accruals.
- Accrues use tax and files the appropriate tax forms as required.
- Files the appropriate tax forms for VAT reclaim tax as appropriate.
- Tracks and coordinates the process and distribution of 1099's on an annual basis.
- State sales tax compliance and reporting, including the maintenance of tax codes in Oracle.
- Miscellaneous job duties and projects as assigned.

Qualifications/Skills Required

- Microsoft Office Products experience.
- Oracle Financials experience preferred.
- Excellent oral and written communication skills.
- Good organizational skills.

Education/Experience Required

- High School degree or equivalent.

Personal Skills Required

- Interact with others.
- Work in high stress environment.
- Deal with interpersonal conflicts.
- Work with difficult customers.
- Work in an office/manufacturing environment.
- Coverage during certain periods.

Work Environment

Climate controlled office environment, no physical discomfort due to temperature, dust, noise and the like. May have limited exposure to manufacturing areas that require the usage of PPE.

Physical Demands

Frequently required to sit. Occasional walking, standing, stooping and kneeling. Frequently lift up to 10 pounds, occasionally lift or move up to 25 pounds.

Mark Andy Inc. is an equal employment employer and considers all qualified applicants without regard to race, color, religion, national origin, sex, age, disability, veteran status, or any other factor, which is prohibited by applicable law.