



College Student Intern – Accounting

Dixie Electric Cooperative is seeking a part-time college intern to work at its Montgomery location located at 9100 Atlanta Hwy, Montgomery, Alabama

Accounting: Duties include but are not limited to: providing administrative and clerical support for the accounting staff; performing analysis of expense accounts; creating and working with various Excel spreadsheets; conducting reconciliations; performing various data entries and imaging documents for storage.

Requirements:

- Proficient written and verbal communication skills.
- Excellent organizational and time management skills.
- Must be able to work in a team environment.
- Proficient in Microsoft Office software, particularly with Excel.
- Enrolled in a college or university **majoring in Accounting or Finance.**
- Preferred applicants must be willing to work full time during the summer. This job has the potential to offer more hours during school breaks (Thanksgiving, Christmas, etc.).

Applicants must be submitted online. Candidates may apply by clicking the following link and following the instructions provided:

<https://www.applicantpro.com/openings/dixiecoop/jobs/3714317-508094>

All applications must be submitted no later than close of business on May 2, 2025.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status.

Dixie Electric Cooperative is an Equal Opportunity Provider and Employer.