

KIRK'S

FAMILY OF NATURAL BRANDS

ERLANGER KY 41018 | KFONB.COM | 859.647.0777

OPEN POSITION AT KIRK'S FAMILY OF NATURAL BRANDS:

ACCOUNTING INTERNSHIP

IDEAL START DATE: OPEN

JOB DESCRIPTION

We are excited to offer a broad range of accounting and book keeping responsibilities. This position will advance your Accounting proficiency, help meet your personal career objectives, as well as be instrumental to the daily functions of our business. We are seeking a candidate that has completed some college level coursework in Accounting/Finance that is professional, detail-oriented, and comfortable working independently. Our ideal candidate will be a self-starter that is looking to take their professional experience and education to the next level. Green, natural products enthusiast is a plus!

RESPONSIBILITIES/JOB DUTIES

- Audit freight & shipping bills; process for payment
- Customer chargeback reports and credit memos
- Payment remittance
- Create bills in QuickBooks
- Update and monitor customer specific expenses
- Vendor portal review and periodic recap to internal team
- Internal sales and financial reporting
- Assist with inventory; component tracking, sales projections, cost analysis, etc.

DETAILS

Hours: 18 - 30 hours per week; will be a mutually agreed upon work schedule. Open to Summer/Fall work

Directly Reports to: Controller

Job Type: Internship

Salary: \$15/hour

Work Location: Erlanger, KY

Work Remotely: No

Qualified candidates please send your resume to

Email: raymond@kirksnatural.com

Subject Line: Accounting Internship Application

QUALIFICATIONS

- GPA: 3.0
- Some college course work in Accounting, Finance, etc. preferred
- Prior experience in an accounting/book keeping role is a plus
- Knowledge/Familiarity with Microsoft Excel and Word
- QuickBooks experience is a plus
- Solid verbal communication skills
- Basic math, reading, writing, organizational skills, and problem solving capabilities
- Meet background verification requirements

NOTE: We are willing to work with your college if there is an opportunity for this internship to qualify for course credit and/or meet an internship requirement. Furthermore, we can provide a signed summary of work completed and responsibilities during the course of this internship.

ABOUT US

Our business is family owned and operated by two second generation sisters, Molly & Katherine Oliver. With a growing portfolio of over 80 natural personal care products ranging in distribution at Walmart, Kroger, Publix, Amazon and more - we are just getting started!

Come join us!

CELEBRATING OVER 180 YEARS.

KIRK'S NATURAL | SOUTH OF FRANCE NATURAL BODY CARE | THE GRANDPA SOAP COMPANY