**Sector: Healthcare & Human Services**

**Finance Retention Records Intern**

**Summary of Position**

**Insert Company Description Here.**

The Finance Retention Records Intern performs administrative duties alongside our Accounting Tech, learning and supporting the functions of a Finance Retention Records position in healthcare. This position is indeal for someone who has a strong attention to detail, enjoys working in a fast paced, team oriented environment, and has an interest in accounting, bookkeeping, and records management.

**Essential Functions**

Storage Boxing:

* Assist with Boxing of:
	1. Accounts Payable Invoices.
	2. Procurement Documents.
	3. Payroll Ledgers.
	4. Accounts Receivable Invoices.
	5. Journal Vouchers
* Scanning Finance Documents:
	1. Procurement Documents.
	2. Accounts Receivable.
	3. Journal Vouchers.
	4. Payroll Ledgers.

**Hard skills**

* Organization Skills
* HIPAA
* Attention to Detail
* Quality Document Scans
* Confidentiality

**Soft skills**

* Active Listening/Empathy
* Customer Service
* Interpersonal Skills & Teamwork
* Eager to learn
* Enjoys quick work pace
* Ability to ask for help

**Training Provided through Internship**

Training in Customer Service and use of Scanner.

**Working and Physical Conditions/Additional Requirement**

Work occurs in a fast-paced office setting with frequent standing, walking, sitting, and lifting (up to 50 lbs). Interns wear presentable attire per HR Policy #129 and must have current immunizations (Hep B & Flu) and take a TB test.

**Location:**