

# **RIETH-RILEY CONSTRUCTION Co., Inc.**

100% Quality • 100% Employee Owned • Over 100 Years

## ***Paving the Road to Success!***

### **College Summer Internship – Accounting**

**Join Rieth-Riley and help our team Pave the Road to Success!** Rieth-Riley is a team of motivated, highly qualified individuals who are committed to the success of each and every project. The **employee** owners at *Rieth-Riley* proudly remain dedicated to moving forward. It's the way we think, the way we act — the way we approach every **asphalt, concrete**, bridge, and all **construction** projects. We are a 100% employee-owned company. So, we truly think like owners and take personal pride and care in every project we construct.

The Rieth-Riley Internship Scholarship Award Program is in place to financially assist students who have successfully completed a full-time internship with Rieth-Riley.

- Upon completion of 1<sup>st</sup> year internship with Rieth-Riley, \$1,500 scholarship awarded
- Upon completion of 2<sup>nd</sup> year internship with Rieth-Riley, \$1,750 scholarship awarded
- Upon completion of 3<sup>rd</sup> year internship with Rieth-Riley, \$2,000 scholarship awarded
- Upon completion of 4<sup>th</sup> year internship with Rieth-Riley, \$2,250 scholarship awarded

### **SUMMARY**

Performs various accounting tasks as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Process accounting data including scanning, auditing, and inputting accounts payable, payroll, general ledger, receivables, and cash
- Type miscellaneous correspondence and word processing
- File data and keep files current, month-end reports, journals, and journal entries
- Answer telephones and support staff in their activities

### **QUALIFICATIONS**

- Pursuing a bachelor's degree in accounting preferred
- Strong quantitative and analytical skills
- Must have good organization skills
- Must be quick to adapt and able to thrive in a fast paced, high-pressure environment
- Proficiency in Microsoft Office essential
- Problem solving skills with attention to detail
- Self-motivated; ability to work independently
- Excellent written and verbal communication skills

***Equal Opportunity Employer – It is the policy of Rieth-Riley to assure that applicants are employed, and that employees are treated during employment, without regard to their veteran status, race, religion, sex, sexual orientation, gender identity, color, national origin, age, disability, genetic information, citizen status, and/or any other applicable legally-recognized protected class under local, state, or federal law.***

***Individuals with disabilities that require reasonable accommodation in order to complete the application process should contact Rieth-Riley's Human Resources Department by phone 574-875-5183 or by email [hr@rieth-riley.com](mailto:hr@rieth-riley.com).***