Cooperative Education Position

Contacts to establish Cooperative Education position:

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Example Job Description & Qualifications for Accounting Cooperative Education position within Administration and Finance:

Administration & Finance Co-op Position

Job Description:

This is an Accounting Cooperative Education position within Administration and Finance. This position will assist with entry-level bookkeeping and accounting tasks. Specific duties include, but are not limited to, preparing journal voucher entries, reconciling accounts, researching problems, and reviewing documentation for accuracy. This position will also assist in the preparation of reports, document organization, and perform other analysis or duties as assigned.

Job Qualifications:

Applicant must have a working knowledge of Windows, including Microsoft Office applications such as Excel, Word, and PowerPoint. Ability to perform simple accounting procedures, analyze and solve problems. Accounting or Finance majors preferred.