

## Job Description

### GENERAL SUMMARY:

**Marion Body Works (MBW)** offers **summer internships** to qualified students who are looking to gain hands on professional experience in their field of study in a manufacturing environment. Internships at MBW are designed to help build your professional credentials by providing meaningful, practical, on-the-job training and experiences, while also igniting your imagination. Opportunities exist throughout our company and are available to students who are motivated to learn and grow. You will get a chance to contribute your best ideas and work in an environment that inspires innovative results. Students in our internship program provide tremendous value to our organization through the introduction of innovative and fresh ideas and being part of a culture that dares to be great.

Interns will have hands on, value-add responsibilities in their specific department. In addition, each intern will have a department-specific project they will work on over the course of their internship. Projects selection will occur in the first weeks of the internship with input from the intern's manager. At the culmination of the program, each intern will have the opportunity to present their project to the MBW Leadership team and their manager. The program will include exposure to the entire organization so that interns leave with an understanding of how the entire organization operates and how various departments interact with each other.

### ESSENTIAL JOB FUNCTIONS:

- Assist with Accounting/Finance department projects.
- Perform Duties Related to the Various Areas of Accounting – AP, AR, General Ledger
  - o Process accounts payable transactions including 3-way match for accuracy,
  - o Review vendor statements.
  - o Process customer invoicing, customer payment and receipts.
  - o Complete account reconciliations.
  - o Create journal entries.
  - o Maintain fixed asset records.
- Correspond with vendors, customers and respond to inquiries.
- Adhere to the Marion Body Works Inc. Quality Policy

### SECONDARY JOB FUNCTIONS:

- Provide Back-Up for Accounting/Finance Dept, as needed.
- Administrative tasks such as data entry, scanning documents, and preparing miscellaneous reports.
- Other Tasks as Assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent written and verbal communication skills.
- Ability to multi-task in a fast paced environment.
- Proficient computer skills in Outlook, Word, Excel, and Power Point.

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.
  - Ability to read, comprehend and analyze relevant data, instructions, correspondence and memo
- EDUCATION AND EXPERIENCE:**
- Applicant must be enrolled in an accredited university pursuing a degree in the same or related field of study to the internship for which they are applying
  - Candidate may be earning college credit for the internship, but is not required to be

**PROTECTIVE CLOTHING/EQUIPMENT REQUIRED:**

Protective clothing or equipment is required if traveling throughout the shop and different areas within production. This would include items such as safety glasses, hearing protection, and safety shoes.

**GENERAL NOTICE:**

The statements contained in this job description describe the general nature and level of work being performed by the employee in this position. This job description does not state or imply that these are the only accountabilities and responsibilities assigned to this job. The employee holding this job will be required to perform any other job-related duties as requested by management. All job requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ABOUT US:**

Marion Body is an independent, family owned and operated manufacturer located in Marion, Wisconsin where the company was founded in 1905 and has been in continuous operation ever since. All our products share the same niche know-how: manufacturing specialized truck bodies that are cost competitive and stand up under the rigors of over-the-road duty. We believe every one of our customers deserves the best quality vehicle available to them. We encourage our employees to continuously improve and leverage their God-given talents, passions and abilities to do what the customer wants by manufacturing "World Class" vehicles. We have a loyal family culture and are in pursuit of creative, high-energy, engaged people who will join our family and make good on this promise.