



## Summer Internship Program May 26, 2020 - August 7, 2020 External Employer Job Description

**Employer:** Surface Materials  
**Assignment Address:** 6655 Parkland Blvd., Solon, OH 44139  
**Job Category (Select up to 2):** Accounting/Finance  
**Work Schedule/Hours:** Flexible between 8am to 5pm weekdays  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 26, 2020 / August 7, 2020

**Company Profile:** (e.g., in one or two sentences, describe your business)

Surface Materials is a distributor of commercial finish products, including Acoustic Panels, Wallcovering (Wood, Textile, Wallcarpet, Vinyl), Digital Murals, Laminate, and Flooring. These products are marketed and sold to Architects and Designers across the North Eastern United States.

**Job Responsibilities:** (e.g. functions and/or projects)

- Enter invoices and sales orders
- Enter vendor invoices and purchase orders
- Prepare journal entries
- Assist in special projects (Process documentation)

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Accounting major
- Basic knowledge of Microsoft Excel and other Microsoft products
- Basic knowledge of Accounting
- Attention to detail

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Good written communication skills