



## FBO/CBO Intern Job Description

### **Position Code: 12-03**

#### **Description of Daily Tasks & Duties:**

Daily bookkeeping including A/P and A/R support.  
Invoice processing  
Manage office supplies  
Answering phones  
Invoice processing  
Data Entry  
Sorting Mail

#### **Required:**

QuickBooks experience (2014)  
Proficient in MS Office Suite 2010 – Word, Excel, Outlook, Power point  
10 Key  
High School Diploma  
Associates Degree (preferred)

#### **Work Hours:**

Monday – Friday 8AM – 5PM

#### **Work Location:**

Corona, CA