EMPLOYER FORM FOR HILLEL CONNECTIONS SUMMER INTERNSHIP:

Name and Address of Company:

Taco Mama

300 Office Park Drive Suite 206 Mountain Brook, AL 35223

The Haver Group

300 Office Park Drive Suite 206

Mountain Brook, AL 35223

Company website: www.thehavergroup.com

Brief description of the Company: Hospitality Accounting Group

Name /Department of Intern Position: Accounting

College Majors Appropriate for this Position: Accounting, Finance

Potential Job Responsibilities for Hillel Intern:

1. Entry of Accounts Payable invoices, inventory, and sales data to Microsoft Dynamics GP accounting system.
2. Paying vendors via check and online.

3. Communication with vendors to resolve billing questions or variances.

4. Cash management tasks such as bank transfers or reconciliations.

Desired Skills for the Intern:

1. Highly organized, responsible, and detail oriented.

1. Committed to accuracy and excellence in their work.
2. Great interpersonal communicator, both in written and verbal form. Listens closely.
3. Focused and efficient. Operates with a sense of urgency.
4. Positive, proactive, and people-focused.