



LIGHTHOUSE COMMODITIES, LLC

Position: **Accounting Intern**

Location: Bismarck, ND

Hiring Compensation Range: **\$25-\$30/hr**

Company Overview

Lighthouse Commodities, LLC (LHC) has been providing Professional Merchandising to farmers since 2015, equipping them with the same tools and resources the rest of the grain supply chain utilizes. To date we've marketed over 280 million bushels of farmer-client grain and generated over \$1.7 billion in revenue while evolving to include our own futures brokerage, analytics department, proprietary algorithms, freight brokerage, Automated Trading System, AI integrations and numerous other improvements. These Lighthouse advantages are part of a farm marketing service unlike anything else in the industry and we provide that service to farmer clients with 1 million acres of annual production.

Position Overview

The Accounting Internship provides an opportunity to gain hands-on accounting experience within a growing, fast-paced agricultural company. The intern will work alongside the Lighthouse accounting team and gain practical exposure to accounts payable, reconciliations, month-end close, financial reporting, cash transactions, and accounting processes across multiple Lighthouse companies.

This position is designed to provide meaningful, real-world accounting experience while developing the technical skills needed for a successful career in accounting.

KEY RESPONSIBILITIES

- Assist with Accounts Payable invoice and payment process for all Lighthouse companies, including the timely receipt, saving, coding, entry, approval, and payment of vendor invoices.
- Process company credit card transactions, including coding, reconciliation, receipt collection, and ensuring all transactions are properly recorded and allocated.
- Receive, sort, and distribute incoming mail, ensuring all correspondence are routed to the appropriate team members in a timely manner.
- Process incoming check payments, including preparing and making bank deposits and ensuring all deposits are accurately recorded and applied within the accounting system.
- Processing of monthly journal entries and assist with preparation of month-end reports as needed
- Assist with administrative tasks and special projects as they arise.

KEY SKILLS and STRENGTHS

- High Accountability; the ability to own tasks and responsibilities with complete commitment
- Remarkable attention to detail and commitment to accuracy
- Ability to work independently and effectively manage multiple priorities and tasks simultaneously
- Proficiency in Microsoft Office suite

Work schedule will primarily be normal daytime business hours, Monday through Friday, with hours scheduled based on business needs and the intern's availability.

Minimum Qualifications:

- Must be currently enrolled as a Junior or Senior pursuing a degree in Accounting, Finance, or Business Administration.

Preferred Qualifications:

- Prior internship or work experience in accounting or finance

All employment offers will be contingent upon successful completion of a pre-employment drug screening and a federal and state background check.
