Job Description

Date of Work: Summer 2018  
Position closes: March 2, 2018

Position Title: Summer Hire Clerk (~35 positions available)  
Full Time ☐  Part Time ☐  Temporary ☒

Divisions: Accounting, Payroll, Treasury, Tax, and Internal Audit

Pay: $13.50/hr.  
Location (City / State): Home Office, Issaquah, WA

Description
The summer hire is a temporary (10- to 12-week) position open to college students currently enrolled in a degree program, preferably a business-related field. Summer hires supplement Costco's 600+ Accounting staff members during our busy season in a variety of areas (e.g., accounts payable, tax & benefit analysis, fixed assets, account reconciliations, reporting). Although preferred, Costco work experience is not necessary to apply for these positions.

Successful applicants will:
▪ Gain experience at a Fortune 20 company (the world’s second-largest retailer).
▪ Learn of career opportunities in the greater Accounting division for post-graduate employment.
▪ Network and collaborate with Costco’s Management team and full-time associates.

Program specifics
▪ Positions are full-time.
▪ Candidates are expected to be available a minimum of 10 weeks.
▪ A typical work week is Monday–Friday, 7 a.m. –3:30 p.m., though a flexible schedule may be negotiated once position training is complete.
▪ No weekend work is required.
▪ Housing and/or relocation assistance is not provided. Candidates should research this topic before applying for or accepting a position.

Required skills, abilities, and certifications
▪ Must be an enrolled college student, preferably in a business-related field (e.g., Accounting, Finance).
▪ Ability to collaborate with coworkers and management on project management and problem-solving.
▪ Interest in learning new skills and software. A technical aptitude preferred.
▪ Ability to work independently as well as collaboratively.
▪ Must be responsible and punctual.
▪ Must exhibit a positive attitude and be self-motivated.

To Apply
▪ Please submit the following to summeraccountingjobs@costco.com
  ▪ Cover letter that explains your interest in Costco’s organization and how this opportunity suits your career goals. Include the time period you are available to work (e.g., May 10–Aug. 10).
  ▪ Résumé that outlines your education and work experience.

The summer-hire administrator will review your materials and forward them to the hiring manager most closely related to your area of study. Apart from any religious or disability considerations, open availability is needed to meet the requirements of the business. All employment offers are contingent on applicants passing drug screening and a background check. If hired, you will be required to provide proof of authorization to work in the United States.