



Job Title:	Finance and Accounting Intern	Position Type:	Full Time, summer internship
Location:	Sheridan, WY	Date Posted:	May 4, 2026
Level/Salary Range:	Non-Exempt/hourly, DOE	Posting Expires:	When filled

Submission Information:

Kennon is an equal opportunity employer and will seriously consider every qualified applicant interested in joining our growing team. Please apply through our webpage: <https://kennonproducts.com/careers/>

Questions or accessibility issues may be directed to: recruiting@kennoncovers.com

Job Description:

Job Purpose:

The Finance Intern provides essential support to the organization by assisting with core accounting and operational finance activities. This role contributes to the accuracy and integrity of financial processes, including accounts payable, inventory verification, and fixed-asset audits. The ideal candidate demonstrates reliability, attention to detail, and a willingness to learn and develop foundational finance skills. A proactive mindset and strong commitment to quality are critical, as the intern will support day-to-day financial operations and contribute to ongoing process improvements. Through this role, the intern will help strengthen financial controls and reinforce our culture of integrity, caring, daring, and responsiveness while gaining exposure to key business functions.

Job Duties/Responsibilities:

- Assist with invoice intake, coding, and processing
- Verify accuracy of supporting documentation prior to payment
- Maintain vendor files and assist with resolving discrepancies
- Support timely payment processing in compliance with company procedures
- Participate in scheduled physical inventory counts
- Compare physical counts with system inventory records to identify variances
- Document discrepancies and assist with reconciliation efforts
- Assist with periodic fixed-asset walkthroughs
- Verify asset presence, condition, location, and tagging
- Support updates to the fixed-asset register and related documentation
- Prepare spreadsheets, reports, and audit-related materials
- Organize financial documents and maintain filing systems
- Perform various administrative and finance-related tasks as assigned

Minimum Qualifications and Requirements:

- Currently enrolled in a degree program in Finance, Accounting, Business Administration, or a related field

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- Proficiency with Microsoft Excel and general office software
- Strong attention to detail and analytical capability
- Effective written and verbal communication skills
- Ability to manage multiple tasks and maintain accuracy
- Ability to maintain confidentiality and follow established procedures
- Strong understanding of GAAP and financial reporting
- Effective communication and relationship building
- Time-management skills and ability to meet deadlines
- Personal values aligning with company values: Integrity, Caring, Responsiveness and Daring, as well as those critical to this position: Trust, Confidentiality, Accountability and Commitment.

Physical Requirements:

- Ability to stand for extended periods and lift up to 25 lbs.
- Manual dexterity for handling small components.

About Kennon

Kennon Products has a forty-year history of proudly designing and manufacturing quality products that protect high value assets. Founded in 1984 to provide general aviation products, Kennon has grown into a multi-faceted company with international sales. We lead with cutting edge research and development, utilization of advanced materials and composites, and delivery of diverse product lines that include preservation of private, commercial, and military aircraft integrity; safety in behavioral health; and life-protection for our service men and women. Our success has come through consistently providing innovation, ensuring superior design, and maintaining our commitment to quality. Together, we deliver innovative solutions to protect what matters most.

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