JOB DESCRIPTION – PUBLIC ENTITY INTERN

Summary of Responsibilities:
An Intern will generally assist with engagements under the direction of a senior accountant, supervisor or manager. Interns will often work with other staff to assure timely completion of the work. They perform engagements with supervision, and begin acquiring skills in making decisions on most accounting and auditing issues.

Essential Functions:
1. Assist in the various phases of an audit engagement. Such responsibilities include testing transactions, preparing confirmations of payables and receivables, assisting the in-charge in preparation of financial statements and beginning to resolve client questions.
2. Begin acquiring the skills necessary to develop quality client relations and loyalty.
3. Begin acquiring the skills necessary to develop marketing expertise.
4. Begin acquiring a strong working knowledge of firm technology, including e-mail, and the Internet, and the use of firm spreadsheet, word processing, and time and billing software.
5. Know and understand the firm’s policies and procedures.

Working Conditions:
1. Involves work in the firm’s offices or on the client’s premises. Work on the client’s premises will require the use of the staff member’s personal car.
2. Overtime may or will be required at time. Overtime is structured to meet firm and client requirements.

Education and Experience:
Interns must be a college graduate with an Accounting degree or attending college and pursuing an undergraduate degree in accounting.

Salary:
$18.00 per hour for a college graduate
$14.00 per hour for an Accounting major still in college

Submit resume to svanhouten@nisivoccia.com