

Job Description: Internal Auditing Department Intern

Supervision: Reports to the Director of Internal Auditing

Classification: Level II Intermediate Level – Student Employment –**IF FUNDING AVAILABLE- Otherwise unpaid internship**

Eligibility: Declared Major of Accountancy, completion of Accounting 341 (Intermediate Accounting I) or its equivalent. Students must have an earned a minimum 2.5 cumulative GPA and a 2.0 in Accounting 341 or its equivalent. Must provide a resume & Cover Letter

Academic Credit: Internship must be approved by the Internship Coordinator within the Department of Accounting. Students must register for 3 -12 hours of Accounting 420 during the semester their internship takes place. Only one internship is allowed for academic credit.

3 hours = 120 hours for the term

Additional hours require 40 hours of internship activity per credit hour

Must complete the Accounting 420 Course Requirements as a part of the internship

Duties & Responsibilities:

1. Assist in the preparation and updating of 6 month follow-up reports
2. Assist in preparation and conducting departmental quality assessment review
3. Assist in assigned duties for conducting internal audits and follow-up audit work
4. Assist in the coordination of the Annual Certification of Internal Controls process.
5. Participate in meetings
6. Assist in monitoring departmental budget and development and documentation of departmental policies and procedures.
7. Other duties as assigned.

Skills:

1. Ability to interact and communicate effectively both orally and in written correspondence/reports.
2. Ability to maintain confidentiality.
3. Ability to assimilate and summarize information.
4. Ability to analyze information and come to a conclusion.
5. Technical competency in Microsoft Office Suite (WORD, EXCEL). Ability to create format and develop analytical spreadsheets.
6. Ability to research and use the Internet
7. Ability to make independent judgment and initiative to make decisions.

Knowledge:

1. Familiarity with accounting concepts and theory.
2. Basic knowledge of internal controls

Contact/Relations: May have contact with any department or individual within the University or Foundation. This includes other student workers, office support staff, executive management and Board of Trustee Members.