

SAMPLE INTERNSHIP DESCRIPTION

Job Title: Accounting Intern

Our Company:

ABC Inc. with over \$400 million in annualized revenues has been a leader in the development of advanced technology board test products since 1965. Our parent company, XYZ Corporation, with over US\$7 billion in annualized revenues, is a global portfolio of manufacturing companies providing innovative components and equipment, specialty systems and support services for a variety of applications in the industrial products, engineered systems, fluid management and electronic technologies markets. Our offices and manufacturing sites are located throughout the U.S., Europe and Asia.

ABC designs and produces equipment that is used in the semi-conductor and circuit board testing market. The test market plays an important role in ensuring today's technology works properly - from cell phones to personal computers, and vehicle GPS systems. ABC's business groups are vertically integrated to optimize our business plan, and provide the highest quality products and service to our customers. Technology consistently improves - becoming better, faster, and more integrated in our lifestyles. ABC embraces this momentum and seeks highly motivated men and women who want to work on a winning team with a mission, where their contributions to that mission are recognized and rewarded.

The Position:

ABC's corporate accounting department, located in Pomona, California is offering a paid student internship during summer and potentially continuing on a part-time basis through the academic year. The internship program will provide the student with relevant skills in a variety of accounting functions via on-the-job training.

RESPONSIBILITIES:

- Reconciling general ledger accounts
- Roll forward analysis of balance sheet accounts
- Monthly financial statement review and analysis
- Assist with general accounting month-end closing procedures
- Assist with Sarbanes-Oxley compliance testing
- Provide clerical support for Sales Tax reporting
- Complete special projects as needed and other duties assigned

REQUIREMENTS:

- Must be actively enrolled in an undergraduate program at an accredited local University, with a major in Accounting. Junior or Senior level, with current GPA of 3.0 or above.
- Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment.
- A high level of integrity, accuracy, dependability, enthusiasm, and confidentiality.
- Proficient in Microsoft Office applications (Excel, Word, and PowerPoint).
- Position will require a minimum of 20 hours and a maximum of 40 hours per week.
- Must be authorized to work in the U.S. without Visa sponsorship.

TIME COMMITMENT:

- Hours of operation are 7:00am and 6:00pm Monday thru Friday
- Must be available to work up to 40 hours per week during the summer (June – September)
- Must be available to work up to 20 hours per week during academic year

BENEFITS:

- Receive direct supervision from the Vice President of Finance and the Director of Accounting
- Participate in professional training offered to all employees
- Engage in employee events, such as company picnic
- Build resume and explore career options
- Apply skills and knowledge to the workplace
- Academic credit will be available to qualifying students who receive approval of their university
- Flexible scheduling to allow for finals and changes in class schedule
- Upon successful completion of internship, will be provided with letter of recommendation

RATE of PAY:

- \$12-\$15 per hour DOE
- Opportunity for increased pay based on quarterly performance evaluations