

Position

Audit Intern

Qualifications

Employees must have:

- Pursuing a Bachelor's Degree in Accounting, sophomore or junior status
- Written and verbal communication skills
- A strong dedication to teamwork
- Integrity within the professional environment
- Knowledge of Microsoft applications (e.g. Excel, Word, Outlook, PowerPoint, etc.)

Responsibilities

- Perform detailed testing of transactions, including cash receipts, cash disbursements, payroll, accounts payable and accounts receivable.
- Assist in the preparation of financial statements and schedules for clients.
- Attend approximately 16 hours of continuing professional education on accounting and auditing.
- Other miscellaneous projects, including bank reconciliations, preparing external audit confirmations, participating in audit report production, etc.

Working Conditions

- Involves work in the firm's office or on the client's premises. Work on the client's premises will usually require the use of the intern's personal car.
- Involves varying working hours as determined by engagement team leader