



Summer Internship Program May 26, 2020 – August 7, 2020 Job Description

Department Name: Accounting & Financial Operations
Intern's Supervisor: Petra Hart
Timesheet Approver: Petra Hart
Assignment Location/Campus: District Office, 700 Carnegie Ave., Cleveland, OH 44115
Job Category (Select up to 2): Accounting
Number of Openings: 2 **Work Schedule/Hours:** 2 Days a week; 5 Hours a day
Internship Duration: 10 Weeks
Internship Dates: May 26, 2020 to August 7, 2020

Department Description: (e.g. mission statement, department responsibilities)

Mission: To be a leader in the areas of financial stewardship (e.g. appropriate skill sets, creating processes, understanding operations, establishing an internal control structure that enables us to have an understanding of College transactions and their interaction) and meaningful (timely, relevant and accurate) internal and external reporting by providing general accounting, budgeting, receivables, grants, student accounting, business intelligence and payroll business processes and services that are client interactive and support the College's mission, vision and values.

Job Responsibilities: (e.g. functions and/or projects)

- Assist in grant financial reporting
- Account reconciliation
- Prepare journal entries and provide appropriate documentation
- Financial analyses - spreadsheet work
- Assist with department projects

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills and abilities)

- Satisfactorily completed Financial Accounting or equivalent course
- Proficiency with Microsoft Suite (Excel & Word)
- Strong communication skills (verbal & written)
- Accounting major

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- N/A