



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: CLE Consulting Firm
Assignment Address: 1001 Lakeside Avenue E., Suite 1520, Cleveland, OH 44114
Job Category (Select up to 2): Accounting/Finance Marketing/Sales/Social Media
Work Schedule/Hours: Flexible between 9:00am-5:00pm
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

We are an accounting, tax and professional services firm. We provide the following services to small businesses and individuals: Bookkeeping, Financial Reporting, Payroll, Tax Preparation and Planning and Strategic Business Planning. The Media/ Marketing Department coordinates the daily operations of the social media/marketing communications.

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

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records
- Provides input and support for the execution of client needs and projects
- Assist with the organization and management of client files
- Assists with the daily execution of the social media , marketing plan
- Performs other related duties as assigned

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

- Pursuing an Associates degree in a related field
- Aptitude for math, proficiency with computers
- Excellent written and verbal communication
- Knowledge of popular social media platforms and practices
- Attention to detail

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

- Accounting, Communications or Marketing major preferred
- Satisfactory completion of introductory accounting courses and a basic understanding of accounting and financial principles
- Working with bookkeeping software
- High level of efficiency, accuracy, and responsibility
- Motivation and strong desire to take on new challenges and learn as much as possible