INTERNAL AUDITOR INTERNSHIP

Overview:
Twelve week internship assisting staff auditors in planning, performing, and reporting on financial and operational audits, under direction of the Internal Audit Manager. Interns benefit from exposure to all levels of company management, the daily operations of the company, and to our Big 4 public accountants. As an intern with our company, you will have the opportunity to interact with other interns and participate in tours, lectures and presentations that will increase your knowledge as well as develop your leadership skills.

Duties & Responsibilities:

- Auditors and interns will also be heavily involved in the audit testing required under the new Sarbanes/Oxley law.
- Project areas may include audit plan development, planning, and fieldwork. Assignments may also include testing the controls of Revenue, Cash Receipts, Accounting and Computer Systems, Payroll, Purchasing & Expenditures, Inventory, etc., plus other projects.
- Assist in writing summary reports to management after each audit performed, including their conclusion and any recommendations for improvements to procedures and controls.
- Leadership:
  - Prepare and present on designated topics at staff meetings.
  - Take leadership roles on smaller assignments.
- Relationship Development:
  - Maintain active dialogue with field and Corporate personnel to serve as an internal consultant, develop new ideas for future projects and promote the utility of the department.
  - Work proactively with internal customers to ensure audit recommendations are implemented timely.
- Personal Development:
  - Continued enhancement of skill sets, including successful completion of an agreed training and development program.
  - Develop knowledge of our business strategies and overall business acumen

Qualifications:
- Must be highly motivated, take initiative, and work professionally with and without supervision
- Strong accounting, analytical skills and research aptitude required
- Ability to prioritize tasks, work on multiple assignments, and manage ambiguity
- Problem solving skills and the ability to analyze current practices for compliance with regulations
- Strong communication and leadership skills
- Ability to work both independently and as part of a team with professionals at all levels
- Willingness to travel around the state for some assignments