



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:	
Agency: Auditor of State	BU: 50
Division: Accounting & Finance	Section/District:
Job Title: Accounting & Finance Intern	Job Code:
Working Title (if different from above):	
Reports To: Matthew Beck	
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date: May 1, 2018

Purpose of Position/Summary:

This paid internship will provide valuable accounting and general ledger experience. The Accounting and Finance Intern will have several responsibilities in the Accounting & Reporting and Accounts Payable departments for the Indiana Auditor of State ("AOS") office. In the Accounting & Reporting Department, the Intern will review and approve general ledger journals submitted by various state agencies ensuring all necessary documentation has been attached and support totals tie to the submitted journal. Additionally, this position will assist with recording procurement capital lease information into the state's financial asset system. In the Accounts Payable Department, the Intern will audit and approve for payment various accounts payable vouchers ensuring all support documents have been included and totals are accurate. Other assigned duties may include data entry, assisting in excel worksheet enhancements, and other project related activities.

The internship is scheduled for no more than 15 hours per week with a flexible work schedule. The internship will start in May 2018 and last through August 2018. Depending on AOS's needs, the internship may continue through the fall.

Essential Duties/Responsibilities:

- Audit vendor payments for final state approval
- Audit general ledger transactions for final state approval
- Assist in preparation of the state's CAFR
- Data entry
- Assist in Microsoft macro enhancements
- Perform other related duties as assigned

Job Requirements:

- Completion of at least two years of college in an accredited degree program.
- Pursuing a Master's Degree in Accounting with an intention to become a CPA
- Understanding of basic accounting and financial reporting concepts with a willingness to learn
- Intermediate Microsoft Office skills
- Excellent verbal communication skills
- Ability to perform clear and concise technical writing
- Sound judgement and critical thinking skills
- Ability to work independently and seek input as needed
- Minimum G.P.A. of 3.5

Supervisory Responsibilities/Direct Reports:

- None

Difficulty of Work:

This work is challenging. It requires an intuitive person who can work and think independently, but also understands the value of input and knows when to seek it. It requires a person who can challenge the status quo on the detail level, but sees the bigger picture and knows when to recommend enhancements.

Responsibility:

The Accounting and Reporting Intern will work closely with the Accounting and Reporting Director and the Accounts Payable Director. The Accounting and Finance staff will provide direction, answer questions, provide guidance, and mentor the Intern on the various assigned tasks and processes within AOS.

Personal Work Relationships:

The Intern will be encouraged to work with various staff members within AOS to gain a broad understanding of the office and its key workflows. The intern will also be encouraged to relate the work of the auditor's office to other state agencies through communications and attending various meetings.

Physical Effort:

The ability to type and sit for prolonged periods is necessary to complete the job responsibilities.

Working Conditions:

This work will be performed in the Auditor of State office located in the Indiana State Capitol building.