



## Financial Executives International (FEI) – Central Ohio Chapter 2019 Summer Internship Program

### Internship Description

**Company:**

**Internship Title and (Qty):** Accounting Intern

**Department:**

**Hiring Manager/Contact:**

**Position Manager(s):**

**Main Duties:**

- Help reconcile accounts as part of balance sheet clean up
- Research history and support for historical journal entries
- Assign responsibility or “cause codes” for out-of-balance items
  
- Support implementation of new Fixed Asset module
- Analyze contracts as part of lease accounting implementation
  
- Etc...

**Requirements:**

- Minimum of 1 accounting or economics course
- Experience in Microsoft Excel
- “Beginner” level proficiency in Microsoft Powerpoint
- Above average organization / filing skills

**Rate of Pay:**

- \$15 / hour. Overtime hours (in excess of 40 per week) paid at time and a half.
- No other costs covered (housing, transportation, etc.)

**Internship Dates:**  
(if specific dates necessary)

Open, depending on the intern’s school calendar. May / June to August / September.