Resource Conservation and Development Intern Job Description

Position would be an unpaid “intern” position with main duties consisting of:

1) Produce Bank Reconciliations for one bank account for each month of 2009.

2) Preparing appropriate Journal Entries to record items found to be errors or omissions during bank reconciliation process.

3) Investigate Balance Sheet items and produce appropriate documentation.

(All under guidance of the organization's acting director & William Herrmann)

The ideal candidate would be:

1) Knowledgeable in use of a 10 key calculator and Excel spreadsheet program.

2) Knowledgeable in bank reconciliation procedures and will have completed Intermediate Accounting I and II.

3) Knowledgeable in general ledger accounting.

4) Have a good work ethic.

5) Be self-motivating and able to remain on task.

6) Have the ability to work with minimal supervision.

7) Be able to meet a deadline.

8) Be goal oriented.

Some of the benefits the intern could gain from this position would be:

1) Practice skills gained in academic studies.

2) Experience work in an office environment.

3) Experience use of Quickbooks accounting software.

4) Review activity with critical analysis of reasonableness.

5) Upon successful completion of tenure, intern will receive letter of recommendation from organization.

For 3 Credit Hours of Internship student will dedicate a total of 75 hours during the semester to internship duties.