

Position Title: Accounting Intern- Temporary Help

Code:

Department: Business Services

Group: OTHER

Reports to: Accounting Manager

Date: March 2026

PURPOSE OF POSITION:

Provide real life work and mentoring experience to students with interest in a career in accounting post-graduation. The internship will work hours commensurate with what is required of their degree program.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- *prompt responsiveness to inquiries*
- *professional and courteous verbal and nonverbal communication*
- *proactive problem solving*
- *embody the IU13 Keys to the Culture*

The Accounting Intern will observe and assist various staff members within the department to obtain an understanding of the many functions within the Business Services Department. The duties will increase in level of responsibility as appropriate and as time allows. The following areas will be covered:

1. Budget Preparation & Analysis- Observe and learn the budgeting cycle; assist with gathering and organizing budget-related information and creating basic, clearly-labeled practice summaries under supervision.
2. Journal Entries & General Ledger Support- Gain exposure to general ledger concepts by shadowing staff and completing learning exercises and/or supervised tasks
3. Financial Projections- Compiling data for review and creating simple projection models for discussion and feedback
4. Data Entry & Financial Record Maintenance- Assist with organizing and maintaining documentation (electronic filing, naming conventions, checklists) and complete supervised data-entry practice as assigned.
5. Audit Preparation- Learn audit-readiness processes by assembling and organizing requested documents and schedules for staff review; use checklists/templates as directed.
6. Fixed Asset Accounting- Observe fixed-asset processes and assist with tracking documentation and inventory-related support tasks under direct supervision.
7. Additional Support- Provide general administrative and project-based support to the Business Services team, focused on learning and exposure (e.g., creating guides, updating trackers, and assisting with special projects), as assigned.

This is not a complete itemization of all facets of this position.

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8. Other duties as assigned by the on-site supervisor in charge.
9. Adheres to the established work schedule through regular and consistent attendance.
10. Staff must observe all LLIU requirements governing FERPA, HIPAA, and any LLIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible

KNOWLEDGE & SKILL REQUIREMENTS:

Education: Current or anticipated enrollment (upcoming semester) in an undergraduate or graduate degree program in Accounting, Business Administration, or a closely related field required. Coursework or enrollment in a public administration, school business administration, or a related program is preferred. Undergraduate candidates must have junior or senior standing.

Skills: Data entry, attention to detail, working knowledge of Excel spreadsheet application, good written and verbal communication skills, tact and diplomacy, and ability to handle confidential data.

SUPERVISION OF PERSONNEL:

None

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 70%
Walk/stand: 30%
Driving to other locations: 0%

Lifting: Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)

Vision: Close concentration

Mental Demands: Interpret, analyze and problem solve

Environment: Normal office environment

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental/environmental demands of this position. By my signature I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date

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