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## Job Description

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**POSITION: Audit Intern/Audit Staff Person**

**DEPARTMENT: Audit**

**SUPERVISOR: President**

**JOB TITLES SUPERVISED: None**

**FLSA STATUS: Hourly**

### GENERAL DESCRIPTION OF RESPONSIBILITIES

- Auditing select areas of a financial statements and note disclosures
- Work with clients' documents; communicate with the clients
- Work with CCH Engagement, MS Word and Excel, and other business and accounting software
- Apply FASB and GASB accounting and reporting standards and the AICPA and GAO auditing standards.
- Other duties as assigned

### TRAINING

- Initial training will familiarize you with the software, audit workpapers, and overall audit objectives and strategies. More in-depth training follows with participation in all phases of an audit that will provide insight into how audits are planned, how risk assessments are performed, and the details of how to execute further audit procedures and document them properly. The program is designed to gradually build up the intern's understanding of the entire audit process, and as the internship progresses, he/she will be given increasingly complex tasks.
- After the completion of the internship and after participating in a number of audits interns will have a solid understanding on "the big picture" of audits as well as the skills to perform common audit procedures. Additionally, the intern will gain experience in how a professional accounting firm operates and what is it like to work in a CPA firm.
- Internship hours are flexible and can be from two or three days a week to a full five day week. Participation in at least five audit engagements is expected and possibly more, depending on the intern's ability to grasp and apply concepts and techniques.
- During the training program we continually provide feedback on ways to better organize work, look for mistakes, and increase efficiency.

## OTHER ASPECTS

- Audit Interns/Audit season staff persons participate in fieldwork, staff meetings and training sessions, the same as the full-time employees.
- Please take the time to review our interns' testimonials on our website: [www.btr-cpa.com](http://www.btr-cpa.com)
- Berry Talbot Royer is a team oriented organization and we are dedicated to your success.
- We will spend the necessary time training you and answering your questions. We will work hard to make your experience at the firm successful.

## EXPERIENCE, EDUCATION AND CERTIFICATIONS

- 3<sup>rd</sup> year + college student with a major in accounting.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.*

Submitted by: \_\_\_\_\_

Signature/Title	Date
Employee Signature	Date