



Regional One Health

JOB DESCRIPTION

INTERNAL AUDIT INTERN

JOB CODE: N/A

DEPARTMENT: INTERNAL AUDIT

PRECEPTOR/REPORTS TO: DIRECTOR OF INTERNAL AUDIT (DEPARTMENTAL PRECEPTOR)

APPROVED BY: _____
(ORGANIZATIONAL PRECEPTOR)

DATE: _____

JOB SUMMARY AND RESPONSIBILITIES:

The Intern will be performing audit work under the supervision of the Director of Internal Audit. Learning will come from practical application of Accounting and Audit techniques on actual work assignments.

SCOPE OF RESPONSIBILITY AND AUTHORITY

NOT APPLICABLE

PRIMARY RESPONSIBILITIES

Under the supervision of the Director of Internal Audit the Intern will complete a number of work assignments. The work assignments will include (but not limited to) auditing the cash cycle, performance of several contract reviews including contract compliance; review of accounting work including journal entries, corporate bank reconciliations; and performance of budget and financial statement analyses etc. Each assignment will culminate in an Internal Audit report.

POSITION REQUIREMENTS

Educational Requirements

- College junior or senior working to obtain a degree with a grade point average of 3.2 or higher majoring in Accounting, or a Business Administration degree majoring in Accounting.



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- Should have completed Accounting courses through Intermediate II and one Auditing course. One course in both Cost Accounting and Business Law are not mandatory but either or both would be helpful.
- Should a student have a related business major (Economics, Finance, Health Care Administration etc.) and has completed the required Accounting and Audit courses, this will be acceptable. Again, one course in both Cost Accounting and Business Law are not mandatory but either or both would be helpful.

Other Skills

- Good writing, organizational, and planning skills are necessary.
- Good interpersonal skills.
- Intermediate proficiency level in MS Office applications that will include but are not limited to Excel, Word, Access, PowerPoint and Outlook.

Professionalism

- Must be a self-starter.
- Ability to organize and prioritize daily work.
- Must be able to work with a team, take direction from a supervisor, adhere to work schedules, focus attention on details, and follow work rules.
- Ability to follow directions is very important due to the technical nature of auditing.
- Ability to maintain strict confidentiality at all times and sign a Confidentiality Agreement.

Time Commitment

- Minimum 10-20 hours per week (as necessary to receive academic credit).
- Normal office hours are: 8:00 AM - 5:00 PM, Monday through Friday.