

Accounting Internship Narrative Report

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- **Report Title:** Accounting Internship Narrative Report
- **Intern's Name:** Emma Thompson
- **Internship Duration:** January 5, 2024, to May 15, 2024
- **Company Name:** Greenleaf Financial Services
- **Submission Date:** May 20, 2024

Acknowledgments

I would like to express my sincere gratitude to my supervisor, Mr. John Carter, for his constant guidance and invaluable feedback throughout my internship. Special thanks to the accounting team at Greenleaf Financial Services for welcoming me into their department and providing a supportive learning environment.

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Introduction

Company Overview: Greenleaf Financial Services is a mid-sized firm specializing in accounting and financial consulting services for small to medium enterprises (SMEs). The accounting department, composed of 15 dedicated professionals, focuses on providing comprehensive accounting services, including tax planning, auditing, and financial analysis.

Objectives: My goals for this internship included gaining hands-on experience with accounting software, understanding the end-to-end accounting cycle, and improving my analytical skills through real-world financial analysis.

Body of the Report

Initial Expectations and First Impressions

Entering the internship, I expected a fast-paced environment with a steep learning curve. My first day confirmed this, as I was immediately introduced to the team and briefed on ongoing projects. The welcoming atmosphere and structured orientation process exceeded my expectations and eased my initial nervousness.

Roles and Responsibilities

During my internship, I was responsible for assisting with monthly bank reconciliations, preparing journal entries, and supporting the year-end audit process. A significant project I contributed to was the optimization of the quarterly reporting process, where I analyzed current procedures and suggested efficiency improvements that were later implemented.

Learning Experiences

- **Skills Development:** I developed proficiency in using QuickBooks and Excel for financial modeling, which were pivotal in completing my assigned tasks.

- **Professional Growth:** The hands-on experience reinforced my decision to pursue a career in accounting, particularly in financial analysis.
- **Challenges Encountered:** A major challenge was adapting to the fast-paced environment and managing concurrent deadlines. With time-management strategies and mentorship, I improved significantly, which was reflected in my performance and feedback.

Interactions and Mentorship

The regular feedback sessions with Mr. Carter were instrumental in my growth, offering insights not only into my work but also into the accounting profession as a whole. Collaborating with colleagues on various projects enhanced my teamwork and communication skills.

Conclusion

Reflecting on my internship, it was a profoundly enriching experience that exceeded my objectives. It solidified my passion for accounting and equipped me with skills and insights that I am eager to apply in my future career. I am particularly interested in exploring financial analysis further, inspired by the project work I engaged in during my internship.

Appendices

- Appendix A: Certificate of Completion
- Appendix B: Project Report on Quarterly Reporting Optimization.