FRANKLIN P. PERDUE SCHOOL OF Business

ABLE Internship Program

Common Accounting major activities:

- Learn accounting software by assisting in the full implementation of the software.
- Learn billing software and how it is integrated into an accounts receivable component.
- Learn how to prepare all financial statements for external and internal reporting.
- Assist with preparation of annual tax return and single audit requirements of the Federal Government.
- Learn fundamental accounting for 3rd party insurance billing, accounting for
- government contracts (cost reimbursement and unit cost), and accounting for MOU's and MOA's.
- Learn payroll tax accounting by pay period, monthly, and annually which will include filing of W-2 and tax reconciliations.
- Assume responsibility for accounts payable process using our software program including the classification of invoices, for payment and processing check requests.
- Learn cash management and cash flow analysis for management review team.
- Learn bank statement reconciliation process on a daily and monthly basis through utilization of on-line banking software.
- Understand how generally accepted accounting principles and practices are integrated into day-to-day practical business enterprise environment.
- Review data input, identify and resolve technical tax issues, and assist in the review of tax preparations.
- Respond to inquiries from the IRS and other taxing authorities.
- Identify, research, and assess various tax issues while also providing information to senior staff members.
- Identify and complete other projects as assigned.
- Collaboratively work with client team members while building rapport and strong client relationships.