

AKS INTERNSHIP PROGRAM OVERVIEW – ACCOUNTING SUMMER 2024



OVERVIEW:

The AKS Internship Program provides an opportunity for students interested in accounting, finance, or business to earn their Bachelor's degree in four years while graduating with up to nine months of work experience. The program is intended to introduce students to the world of professional services project-based accounting.

APPLICATION PROCESS:

Applications accepted	October 2, 2023
Last day applications accepted	February 28, 2024

Following initial screening of received application materials, selected candidates will be invited to interview with the AKS team. Final notification to candidates will occur no later than the first week of April.

PROGRAM REQUIREMENTS:

- Must be currently enrolled in a 4-year accredited program with a declared major in Accounting
- Must have completed at least **two years** of higher education prior to start of internship
- Must have completed college level intermediate accounting courses
- Proficient in Microsoft Office Suite. Strong Excel experience preferred
- Comfortable with collaboration, constructive criticism, and interacting with internal and external clients
- Maintain a minimum 3.0 cumulative GPA
- Complete application and provide three references
- Commit to working full-time as a paid intern for a minimum of 12 weeks per year during the summer months in our Tualatin, OR office.

LEARNING OBJECTIVES:

Learning Objectives:

- Apply coursework in real-world business environment
- Develop understanding of:
 - Standard accounting processes for a midsize company
 - How accounting department supports and enables successful business operations
 - How accounting department interacts with other operational and administrative departments
- Gain practical experience:
 - Using ERP/Accounting software
 - Transaction processing
 - Subledger reporting/reconciliations

INTERNSHIP DETAILS

In this internship, you will be working closely with the Accounting Team to accomplish the day-to-day duties of the department. You may also be assigned to assist with specific projects within the department to assist with process improvement initiatives. You'll be provided an opportunity to observe and/or participate in various accounting processes to understand the many parts that make the whole.

As mentioned in our requirements, this job does require moderate experience in Microsoft Excel. As an intern, you will be asked to provide assistance in a variety of areas of depending on the workload needs of the team.

MENTOR/SUPERVISOR

You will be assigned a mentor to serve as a point of contact throughout the internship. You will meet with your mentor on a regular basis to answer questions and provide a framework for how your work ties into the bigger picture. In addition, you will be assigned a direct supervisor to work with during your summer job assignment.

EVALUATION PROCEDURES

You will receive weekly feedback from your supervisors and will have a formal evaluation at the end of the internship with your supervisor and/or mentor. A key part of the AKS culture is providing immediate and honest feedback so that you can work most effectively.

During the final evaluation, we will discuss your plans for the next summer. A scholarship may be awarded. However, if performance did not meet our expectations or it was not a good fit, you may not be encouraged to return.

COMPENSATION

This program is a paid internship. You will be expected to work full-time and will be compensated on an hourly basis with time and a half paid for overtime. Overtime is considered time worked over 40 hours in one week. The pay range is between \$18-\$22 per hour.

HOW TO APPLY

Submit your completed application along with the requested materials online prior to the application deadline here: https://20190404152743_9fnp000upu2xq0bq.applytojob.com/apply/KmIKrCEZCb/Accounting-Internship-2024