Accounting Internships
Accounting Services at University of Wisconsin-Madison
Summer 2015

Accounting Services within the Division of Business Services provides financial services for UW-Madison including financial-related processing, reporting, analysis, and systems management. It provides services teaming with financial personnel at the approximately 40 schools, colleges and auxiliary units and 438 departments involved in $2.6 billion of financial activity. UW-Madison is one of two of the top five research institutions for three decades and is currently second with $1.2 billion of funded research grants.

Accounting interns will work 40 hours per week for 10-12 weeks during Summer 2015 (start and end dates are flexible). Housing is not provided, but many summer housing options are available in Madison, WI.

Requirements
Applicants must be a Junior or Senior at an accredited college/university majoring in Business Administration/Accounting, with a minimum GPA of 3.2. The successful candidate will be a resourceful collaborator who takes initiative and has a passion to learn. Proficiency with computers and various software packages (i.e., Microsoft Office Suite) in a Windows Environment is also required. A criminal background check will be conducted prior to hiring.

Intern Learning Outcomes
All interns will work under the guidance of an Accounting Services Area Supervisor to experience:
- Application of classroom concepts to real world situations.
- A unique perspective on accounting issues in a public institution.
- An active role in financial processing, reporting and analysis activities for the university.

Intern Duties
Will include (but will not be limited to) a combination of the following based on area assignment:
- Gift, cash/revenue, disbursement, travel expense and/or tax accounting
- Various data query and reporting activities
- Capital equipment inventory accounting and reporting
- Electronic check deposits and uploading of related general ledger journals
- Development of procedures incorporating internal controls related to various processes

Hourly Pay: $10.00

Potential Summer Accounting Internships in the Following Accounting Services Areas:
1. Financial reporting, analysis and systems
2. Disbursements management
3. Travel and procurement card expense management
4. Cash management

To Apply: Please submit your resume by November 21, 2014 to drekoske@bussvc.wisc.edu