

Title: Accounting Intern (2)

Location: Goldbelt Gov't Services Group **Hours of Work:** 40 hours
Herndon, Virginia

Category: Internship

FLSA Status: Non-Exempt

Salary/Grade Level: TBD

Date Approved: Summer 2012

Reports to (Supervises/Liaison): Accounting Manager

SUMMARY

The Accounting Intern at Goldbelt Government Services Group will learn and assist with the administration of the day-to-day operations of the accounting organization. We have multiple projects that will allow the intern to gain insight into several Accounting aspects within a growing government contracting environment. This position is a great opportunity to learn about Accounting with a dynamic organization. Intern projects will include:

- Review, analyze and automate vacation accruals for employees from the current manual system to Deltek GCS;
- Will be introduced to the Deltek GCS Government Accounting System;
- Assist with implementing the online payroll stub process from the current manual system to ADP and HRB (Human Resources System);
- Will be introduced to the ADP Payroll process and learn about the Human Resources and Benefits (HRB) system;
- Document processes for the project listed above;
- Perform other special projects as assigned.

MAIN INTERN PROJECT: Revise Budget Spreadsheets to automate process and assist CFO in revision of monthly reporting. The GGSG Accounting department provides shared services to several companies in the Goldbelt family. To start with, the intern will work with the CFO, Directors of Finance for Herndon and Juneau to create linked spreadsheets that will automate much of the budget process. We will create template using the 2012 dashboards that were created that will be linked to the roll up budget sheets for P & L, Balance Sheet and Cash flow statement. The intern will then assist the CFO with revising the monthly spreadsheet used for reporting results to internal and external stakeholders. There are a number of changes that need to be made. We want to standardize our reporting so that no matter if it is a contracting entity or a Alaska enterprise that the reporting is consistent across the board. This includes cost centers as well for example Herndon shared services, Juneau shared services, HR and Shareholder Services. Once these underlying statements are revised and standardized then they will be linked to roll up into a consolidated profit and loss statement, balance sheet, and cash flow statement and division breakdown as well.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Must be eligible to participate in Goldbelt's Career Development Program.
- Must be available for the entire twelve week program.
- Above average keyboarding skills.
- Above average oral and written communication skills.
- Good interpersonal skills.

- Able to organize and pay attention to detail.

PREFERRED QUALIFICATIONS (education, experience, skills)

- Able to identify and resolve problems in a timely manner.
- Able to gather and analyze information.