

**March 14, 2019**

**Title:** Intern, University Accounting and Financial Reporting

**Function:** Provide accounting assistance to professional accounting staff in the office of University Accounting and Financial Reporting at the University of Illinois.

**Reporting Line:**

Assistant Vice President & Controller  
Assistant Controller, University Accounting & Financial Reporting  
Director, University Accounting Services  
Assistant Director, University Accounting Services  
Business and Financial Specialist  
Accounting Associate  
Intern

**Duties/Responsibilities:**

1. Research CFOAPAL segments which have credit balances in expense account codes to help determine whether deposits, revenue, corrections, etc. were recorded to an incorrect account code.
2. Assist with contacting departments regarding CFOAPAL segments which have gone unused over a period of years or which may be in deficit in order to determine what the departments plan is to address these situations.
3. Research various University transactions to determine whether any accruals and/or deferrals need to be recorded on the University's financial statements.
4. Assist with compiling Unrelated Business Income Tax information.
5. Assist with the confirmation of financial manager and general ledger report distribution contact information for Banner CFOAPAL segments, including processing of the required updates in Banner.
6. Assist in the review of self-supporting fund Fact sheets during the year-end close process, which helps convert self-supporting fund activity from cash basis to accrual basis for the University's financial statements.
7. Assist with contacting departments regarding misclassified CFOAPAL segments or inappropriate account code usage.
8. Reconcile investment transaction activity between the University's investment managers and the University's investment system.

9. Reconcile bank activity between the financial institution and the University's general ledger system
10. Assist in preparation for year-end investment audit schedules.
11. Research addresses for unclaimed property checks.
12. Assist with real property fixed asset description clean up.
13. Assist with University-wide equipment reconciliation researching and investigating financial transactions as needed.
14. Review and investigate supply and small equipment expenditures to identify potential unit account coding errors.
15. Run Access queries and create mandatory State equipment reports and internal University reports.
16. Assist the equipment New Acquisitions group with tasks as needed.
17. Update entity codes on equipment records in Banner.
18. Perform other duties and responsibilities appropriate for an accounting student intern.

**Education and Experience:**

- Applicant must be in good academic standing with a working knowledge of general accounting principles.
- Applicants must be dependable with an ability to commit to a consistent weekly work schedule.
- Applicant must have the ability to exercise independent judgment and discretion in a confidential environment.
- Applicants should be proficient in Microsoft Office, particularly Microsoft Excel.
- Applicants must be majoring in (or planning to major in) an accounting program within the University of Illinois. This would include the accountancy program within the College of Business, the agriculture accounting program within the College of ACES, or the Parkland Pathways Program in accounting.
- Preference will be given to applicants who are willing to work over the summer in addition to the academic year. Preference will be given to applicants who are interested in making a commitment to hold this internship throughout each semester of their academic career until they graduate.

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Name, Incumbent	Date
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Name, Supervisor	Date
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Employee Relations and Human Resources	Date
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**If interested please contact:**

Beth Woodside  
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Office of the Assistant Vice President & Controller  
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