



The Pennybacker Company

## ACCOUNTING ANALYST INTERNSHIP

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### The Company

Join one of Austin's most dynamic and progressive accounting, analytics and advisory firms with The Pennybacker Company. Celebrating twenty-five years of service in 2020, The Pennybacker Company is a multi-disciplinary firm focused on being a trusted advisor to progressive small business owners and cutting-edge entrepreneurs.

*Together we empower Clients with business intelligence through accounting, analytics and advisory based decision support so Clients can focus on their people, products and customers first.*

Our benchmark Clients produce goods and services within the restaurant, financial, wholesale, services, real estate, and technology markets across corporate, partnership and non-profit structures.

### The role

This opportunity is for an Accounting Analyst Internship. The paid Accounting Analyst Internship position is currently available for students interested in building the skills and expertise needed to excel beyond relying on coursework for credentials. An employment commitment for one year is required, with a minimum of 12 hours a week (between Monday-Friday 8am-6pm). Because your studies are a priority, flexibility is included when establishing specific days and hours of work. Pennybacker focuses on Client impact and a collaborative team environment.

The Accounting Analyst Internship is targeted for those highly motivated, dependable, and innovative and team players. Communication skills are essential. You will work with all aspects of the accounting and financial reporting process with a progressive advancement in skills development and training as you work through the program. All Accounting Interns begin with data use and sourcing work. This foundation allows each Intern to understand the steps in the accounting process. This approach also provides an opportunity to evaluate the process within each accounting cycle for controls, accuracy, and efficiency. In addition, exposure to the details will enhance the intern's ability when evaluating the financial data.

Upon advancement, the intern may work independently at Client facilities or may have the opportunity to supervise and evaluate other personnel. Each semester, established interns train incoming interns on their tasks and learn new skills from other interns. The effectiveness of this rotation and skill development process is the reason behind the multiple semester commitment.

The student must be committed to their career development and seeking a strong accounting foundation.

### Your contribution to Pennybacker and our Clients

During each internship, key accounting skills to be mastered includes:

#### Accounting

- Using data sources - Process for managing invoices, payroll; creating work papers
- Core accounting and finance principles - Journal entries, metrics and key balance calculations, and accruals
- Controls and procedures - Workflow based controls and procedures
- Applications - Proficiency in excel, accounting software, and databases

## Controllership

- Process risk and controls - Evaluating workflow based controls and procedures, Client policy compliance
- Operational security - Identifying and proposing solutions to mitigate process risk within client operations
- Technical efficacy - Performing accounting work based on the spirit and letter of applicable standards

## Analytics

- Data Verification – Reconcile data from various sources and evaluate discrepancies
- Audit techniques - Reconstruction of historical data and test Client work
- Analysis - Evaluation of information and preparation of metrics, trending, reporting and dashboards
- Tax and compliance - Preparation of schedules for tax forms for assorted federal, state and local agencies

## Pennybacker's contribution to Your growth

Pennybacker leadership evaluates Accounting Interns based on a set development plan. During each internship cycle, the development and coaching focus includes:

- Critical thinking - Clear and concise communication skills, prioritization and time management
- Expertise - Demonstrating the ability to learn, earning credibility through progressive experience
- Execution - Managing change, tasks on time and budget, communicating roadblocks and solutions
- Inclusiveness - Working with fellow team members, business communication with Clients
- External focus - Exposure to multiple Clients, different business challenges across a multi-industry focus

Compensation is standardized for Accounting Interns and begins at \$10.00/hour. This position is about you. We get the work done with a focus on professional and personal development.

**This position will give you a competitive advantage and the edge you need to present yourself and your skills effectively to recruiters, or any professional situation, as your career progresses.**

## Internship requirements

The position is targeted at future leaders who are highly motivated, dependable and innovative. Strong analytical skills are essential. It is important that this person be inquisitive and assertive, someone who is looking for ways to improve what we do and willing to learn in a fast paced setting. In addition, excellent written and oral communication skills are required for this position.

This experience will benefit anyone interested in a career in finance, accounting, analytics and the specialties of tax, audit, or consulting. You will receive Client exposure and interaction including opportunities to work directly with the Client's personnel.

**Candidates must commit to one year of service with a minimum of twelve (12) hours a week, Monday through Friday. Office hours are between 8am - 6pm.**

Pennybacker fully validates the background, credentials and references of all candidates prior to extending any offers of employment. We do not compromise when building our team capabilities to meet Client expectations.

## Notice of interest instructions

Interested applicants are encouraged to apply immediately by submitting a cover letter and resume using email at [careers@pennybackercompany.com](mailto:careers@pennybackercompany.com) or through our careers site at [pennybackercompany.com/cv-submission](http://pennybackercompany.com/cv-submission).

*The Pennybacker Company is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.*