



The Pennybacker Company

ACCOUNTING OPERATIONS INTERNSHIP

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 Operations Internship. The paid Accounting Operations Intern 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 two (2) full semesters is required, with a minimum of 12 hours a week (between Monday-Friday 8am-6pm). There is an option for advanced learning beyond the two semesters for exceptional contributors. 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 Operations Internship is targeted for those highly motivated, dependable, innovative and team players. Communication skills are essential. You will be responsible for office organization, communication and data flow between Pennybacker and our Clients. During the internship, you will learn about business structures, reporting requirements, and the processing of source documents including reporting procedures. Work will include using software and analytical resources to compile, organize and present information.

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 two semester commitment.

The student must be committed to their career development and the advancement of their knowledge of business and accounting practices.

Your contribution to Pennybacker and our Clients

During their internship, key skills to be mastered include:

Accounting

- Using data sources - Process for managing invoices, payroll; creating work papers
- Core Operations and accounting skills – Work within AP and payroll cycles and related metrics
- Controls and procedures - Workflow based controls and procedures
- Applications - Proficiency in excel, accounting software, and databases
- Technical efficacy - Performing accounting work based on the spirit and letter of applicable standards

Analytics

- Data management - Collection, organization and entry of data for processing and analysis
- Analysis – Evaluation of information and preparation of reporting

Pennybacker's contribution to Your growth

Pennybacker leadership evaluates Accounting Operations 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 Operations 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 professional career and skills gained will be applicable across any office environment. You will receive Client exposure and interaction including opportunities to work directly with the Client's personnel.

Candidates must commit to two (2) semesters of service with a minimum of twelve (12) hours a week, Monday through Friday. Office hours are between 8am - 6pm. Candidates must have reliable transportation.

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 or through our careers site at 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.