



CAIN ELLSWORTH
& COMPANY, LLP
Beyond the Numbers...



Accounting Internship

Cain Ellsworth & Company LLP
Sheldon, IA and Sioux Falls, SD

Summary of Responsibilities:

The Accounting Intern will receive hands on experience by working under various professionals within the organization. The Intern will be able to understand, follow and apply his/her theoretical knowledge of accounting principles, financial laws and government policies in his day to day work at the CPA Firm.

Duties and Responsibilities: (Tasks may include, but are not limited to the following)

Preparing tax work papers for return preparation

Preparing individual tax returns, with possible corporate work when individual demonstrates increased skill.

Assist with statutory reporting including annual and quarterly statements.

Prepare financial statements, premium/loss reports, and expense and budget analysis for our Property & Casualty Insurance clients.

Updating and setting up depreciation schedules

Working in QuickBooks, including entering checks, performing reconciliations, and working with company financial statements (monthly bookkeeping services for clients)

Collect, understand process, verify and report accounting related-information to supervisor or others as requested

Skills and Specifications:

Expertise in numbers and good math skills are very important

Must have knowledge of the basic principles and practices of accounting and financial analysis

Must be able to collect, evaluate and interpret data, in both statistical and narrative form

Should be capable of preparing files and maintaining records and documentation

Good written and oral communication skills

Good knowledge of computers, including various software applications including Microsoft Excel

Other skills required are related to problem solving, entering and verifying data, and good time management and organization skills.

Performance Expectations:

Complete tasks assigned by supervisor

Manage time and tasks appropriately

Ask questions to complete tasks and improve understanding

Learn by listening and observing professionals in a business setting

Recognize how assigned tasks affect the final work product

Maintain client and firm confidentiality

Act professionally

Have Fun!

Education and Qualifications:

Accounting Interns must be pursuing a degree in Accounting with a minimum cumulative GPA of 3.0 on a 4.0 scale.

Work Schedule/Work Hours:

- **Spring Internship** – This is a part-time Internship during the months of January – April. Hours worked will be determined based on class schedules and requirements established by the Intern's College/University. Flexible Schedule is available.

Contact Information:

Please submit your resume by emailing it to JNoble@cainellsworth.com or mailing it to:

Cain Ellsworth & Company LLP

Attention: Julie Noble

1008 Third Avenue

Sheldon, Iowa 51201

Phone: 712-324-4614

www.cainellsworth.com



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