

## ACCOUNTING & FINANCE

### **EMPLOYER: THE SCHROER GROUP**

**POSITION TITLE:** Accounting/Finance Intern

**DEPARTMENT/DIVISION:** Accounting

**EMPLOYMENT TYPE:** Full-Time

**SCHEDULE:** Monday-Friday, 9:00am-3:30pm – Flexibility Available

**SALARY:** \$17.00/hr

**LOCATION:** In-Person, North Canton, OH

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Finance and Accounting Project Assistance
- Accounts Payable and Cash Management data entry
- Accounts Payable Coding
- Invoice/Payment matching
- Review processed expense checks
- Maintain department files
- All other duties as assigned

### **EXPECTATIONS OF EMPLOYEE:**

- Adheres to Company Policy and Procedures
- Acts as a role model within and outside the Company
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Consistently reports to work on time prepared to perform duties of position
- Meets Department productivity standards
- Strives to achieve the Organization's goals

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands; climb stairs; balance; stoop, kneel, crouch; talk, or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job

include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**SPECIAL DEMANDS:**

- Must be concise and accurate in work preparation as errors may have serious consequences.
- Must be understanding, patient and have tact in dealing with others.
- Must work within a set period of time to meet specific deadlines. Must possess strong organizational skills.

**EDUCATION, TRAINING AND EXPERIENCE:**

- Current student enrolled in Accounting, Finance, or Business major

**JOB KNOWLEDGE:**

- General knowledge of Microsoft Office Excel required.

**PERSONAL APPEARANCE:**

Must be in compliance with the company dress code policy.

**WORK HOURS:**

The employee must comply with scheduling requests, hours of work, and work days as required by the department management. This may include additional shifts, after hours, or weekends if extra time is required to meet department deadlines.

**WORK ENVIRONMENT:**

Work area will be a well-lit, ventilated office. Proper working space will be made available. The required tools such as desk telephone, computer, printer, copier, fax access, etc. will be provided for the job position.

**EMPLOYER: KENAN ADVANTAGE GROUP**

**POSITION TITLE:** Accounting Intern

**DEPARTMENT/DIVISION:** Accounting

**POTENTIAL TEAM MEMBERS WILL:**

- Research payroll and HR regulatory information
- Research local tax jurisdiction requirements
- Research transportation industry state and local regulatory requirements
- Assist with account reconciliations and journal entries
- Assist with creating a leased property database, to include accounts payable and general ledger exposure
- Gain skills in Microsoft Excel, SharePoint, and Power BI
- Exposure to Oracle EBS (accounting), Paycom (payroll/HR), BlackLine (account reconciliations, task compliance), SAP EPM (financial reporting), Microsoft Dynamics 365, etc.

**QUALIFICATIONS:**

- Pursuing a Bachelor's degree in Accounting, Finance, or a similar degree
- Must maintain a 3.0 cumulative GPA or higher
- Must be a full-time student pursuing a degree at an accredited college or university
- Excellent verbal and written communication skills
- Experienced in Microsoft applications

**EMPLOYER: KENAN ADVANTAGE GROUP**

**POSITION TITLE:** Tax Accountant Intern

**SALARY:** \$15.00/hour

**DEPARTMENT/DIVISION:** Tax/Canton Support Center

**POSITION SUMMARY**

The position will be primarily responsible for assisting with the preparation of the U.S. federal income tax return, related tax accounting, and tax compliance matters associated with U.S. and foreign tax filings and state tax return preparation. The position will also assist with tax planning and strategy implementation as issues develop and time permits.

**ESSENTIAL FUNCTIONS**

- Assist with accurate filing of federal tax returns, including quarterly estimates.
- Assist with the reconciliation of tax fixed assets to software systems and book records.
- Assist with research of tax issues, as needed, including purchase accounting, determination of book and tax basis, calculation of deferred taxes and valuation allowances, and utilization of tax attributes, requiring an understanding of both GAAP, and as-well-as, tax law.
- As needed, review proposed and existing tax laws, regulations, and rulings and effectively communicate their tax impact to management.
- Conduct research and provide supporting documentation for tax positions taken on returns and for proposed transactions.
- Assist with tax modeling and forecasting to facilitate decisions around tax planning strategies and strategic initiatives.
- Support the Company's external consultants and accountants on tax matters.

**QUALIFICATIONS**

- 3+ years in post-secondary education in Accounting/Tax leading toward a degree
- Working knowledge of Microsoft Excel

Note: The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and skills required of associates so classified. Management retains the right to assign or reassign duties at any time. Job description is subject to change. All employees of the Company are expected to:

- a) Promote positive work habits including effective and timely communication, teamwork and respect for co-workers.
- b) Provide constructive guidance to other employees and representatives of third parties.
- c) Contribute to providing the highest quality of products and services to customers.

## **EMPLOYER: SHEARER'S**

**POSITION TITLE:** Accounting Intern

### **ABOUT THE OPPORTUNITY**

#### **Your seat at the best snacks table**

Shearer's Foods is currently seeking an energetic, articulate, self-motivated individual with a "can do" attitude to join the fast-paced Corporate Accounting & Treasury team.

- Assist with maintaining the daily treasury forecast model to provide management with accurate and timely cash reporting.
- Prepare assigned monthly bank reconciliations and investigate discrepancies, including collaboration with accounts receivable and accounts payable clerks.
- Perform inventory processes where responsibilities will include reconciliations to ledgers, research and completion of inventory credits and accounting for inventory.
- Perform corporate consolidated financial close functions where responsibilities will include account reconciliations, preparation of journal entries, and other tasks to support the team.
- Prepare audit support including work papers and supporting schedules for the external auditors relating to revenue selections.
- Collaborate with a fast-paced Corporate Accounting team where independent thought and work product are required.
- Assist with administrative duties to support the payroll and accounting teams.
- Perform work on multiple projects, prioritize work, and meet expectations and deadlines while demonstrating attention to detail.
- Coordinate special projects, anticipate issues, and take initiative to resolve them.
- Participate in continuous improvement processes as assigned.

#### **What you bring to the party**

- Accounting/finance or business major with a current GPA of 3.2 or above.
- Basic understanding of financial and accounting concepts.
- Strong analytical skills with a detail-oriented and task-focused outlook.
- Working knowledge of Excel.
- Ability to collaborate in a team environment.
- Excellent written and verbal communication skills

#### **You will be considered for employment in our inclusive workplace:**

Because at Shearer's, we're all invited to the party! We are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, protected veteran status, or any other characteristic protected by law. [www.shearers.com](http://www.shearers.com)

**EMPLOYER: HUNTINGTON**

**POSITION TITLE:** Commercial Banking Internship

**LOCATION:** Canton

**ABOUT THE OPPORTUNITY**

Still in school but ready to launch your career? Our internship program is perfect for ambitious students looking to gain valuable hands-on experience that will build more than just your resume - it will expand your career possibilities after graduation.

Our program is structured to provide students with unique experiences tailored to their field of interest. Through these experiences, you'll build a foundation on which to further your career, your abilities, and your dreams. Internships span **12 weeks** and are offered in all of our business segments.

**Why Huntington?**

As an intern, you will be exposed to many facets of our business and our distinguished culture:

- We offer a robust schedule of events - full of professional development opportunities
- Interact with our Executive Leadership Team on multiple occasions
- Learn from senior leaders about career pathing and Huntington business segments
- Master the key concepts of our innovation framework through a business relevant team project
- Immersion into our award-winning culture through volunteer and social events

**DUTIES & RESPONSIBILITIES:**

- Collaborate directly with your manager
- Support organization and department initiatives
- Provide recommendations to improve your department
- Work both independently and within a team
- Exhibit a professional, business-like demeanor
- Exhibit excellent oral and written communication skills
- Aptitude - proficiency with computer software, particularly the Microsoft Office Suite
- Take initiative to achieve personal career goals
- Participate in all HNB internship events
- Energy, enthusiasm, and passion for Huntington!

**BASIC QUALIFICATIONS:**

- High School graduate
- Enrolled in an Undergraduate or Graduate accredited University
- At least one semester of college remaining following completion of the internship program in August 2023
- Demonstrated teamwork and leadership through extracurricular activities and/or work experience

- Exceptional communication, interpersonal, and relationship building skills
- Ability to work independently or as part of a team
- Proficiency in MicrosoftOffice® applications

**PREFERRED QUALIFICATIONS:**

- Course(s) of study applicable to the area of business
- Ability to maintain professional composure in a dynamic work environment that often requires management and completion of multiple tasks
- Demonstrate sound judgment and ability to apply logical/critical thought processes when developing solutions
- Ability to display a positive business presence with management and external personnel
- A strong interest in Banking as a career

## **EMPLOYER: HUNTINGTON**

**POSITION TITLE:** Consumer and Business Banking Internship

**LOCATION:** Canton

### **ABOUT THE OPPORTUNITY**

Still in school but ready to launch your career? Our internship program is perfect for ambitious students looking to gain valuable hands-on experience that will build more than just your resume - it will expand your career possibilities after graduation.

Our program is structured to provide students with unique experiences tailored to their field of interest. Through these experiences, you'll build a foundation on which to further your career, your abilities, and your dreams. Internships span **12 weeks** and are offered in all of our business segments.

\*\*Huntington offers Consumer and Business Banking internships in: Business Banking, Service Operations, Financial Advising, Mortgage, Digital, Deposits, and more. Candidates should apply to this requisition and specific areas of interest will be discussed during screening conversations.

### **Why Huntington?**

As an intern, you will be exposed to many facets of our business and our distinguished culture:

- We offer a robust schedule of events - full of professional development opportunities
- Interact with our Executive Leadership Team on multiple occasions
- Learn from senior leaders about career pathing and Huntington business segments
- Master the key concepts of our innovation framework through a business relevant team project
- Immersion into our award-winning culture through volunteer and social events

### **DUTIES & RESPONSIBILITIES:**

- Collaborate directly with your manager
- Support organization and department initiatives
- Provide recommendations to improve your department
- Work both independently and within a team
- Exhibit a professional, business-like demeanor
- Exhibit excellent oral and written communication skills
- Aptitude - proficiency with computer software, particularly the Microsoft Office Suite
- Take initiative to achieve personal career goals
- Participate in all HNB internship events
- Energy, enthusiasm, and passion for Huntington!

### **BASIC QUALIFICATIONS:**

- High School graduate



- Enrolled in an Undergraduate or Graduate accredited University
- At least one semester of college remaining following completion of the internship program in August 2023
- Demonstrated teamwork and leadership through extracurricular activities and/or work experience
- Exceptional communication, interpersonal, and relationship building skills
- Ability to work independently or as part of a team
- Proficiency in MicrosoftOffice® applications

**PREFERRED QUALIFICATIONS:**

- Course(s) of study applicable to the area of business
- Ability to maintain professional composure in a dynamic work environment that often requires management and completion of multiple tasks
- Demonstrate sound judgment and ability to apply logical/critical thought processes when developing solutions
- Ability to display a positive business presence with management and external personnel
- A strong interest in Banking as a career

**EMPLOYER: FRESH MARK**

**POSITION TITLE:** Production Supervisor Trainee

**SCHEDULE:** 1<sup>ST</sup> & 2<sup>ND</sup> Shift

**LOCATIONS:** Massillon or Canton

**INTERNSHIP PROGRAM OVERVIEW**

The summer internship program is a 12-week program that begins with orientation on May 20th and concludes on August 9th. All internships are paid opportunities. Final in-person interviews will take place at our Corporate Office between December 4th – 15th.

**BENEFITS OF THE INTERNSHIP PROGRAM**

Our internship program provides ample opportunities to participate in volunteer initiatives and positively impact the local community. Additionally, we understand the value of networking and collaboration. Our internship program offers team-building activities to develop skills and connect with other interns and members of leadership and more!

- High-profile, high-impact assignments - You will be involved in assignments that offer a comprehensive understanding of your department while providing insights into Fresh Mark's diverse business operations.
- Coaching and feedback - Our program ensures you receive timely and valuable feedback from leaders genuinely invested in your success.
- Development and training - Day one will be the start of an onboarding and training program designed to set you up for a successful internship and continuous learning.
- Professional networking - You'll have the opportunity to expand your professional network by connecting with leaders throughout the company.
- Community service - Your development includes the opportunity to make a difference in the lives of others by participating in volunteer efforts.

**JOB DESCRIPTION SUMMARY**

The Production Supervisor Trainee internship is for individuals with an interest in becoming a Production Supervisor after graduation. As a Production Supervisor Trainee, you will work and train on production lines associated with the processing and packaging of smoked meat products. The successful candidate will learn process control through hands-on experience, management of production lines, and the leadership required to accomplish tasks through proper motivation of team members.

As a Production Supervisor Trainee, you'll have the opportunity to learn about Fresh Mark's business operations and while performing the following tasks:

- Physically work in the production setting.
- Attend management meetings.
- Participate in decisions that enhance plant P&L.

- Participate in employee meetings that:
  - Establish expectations for Safety, both product and personal.
  - Define operations objectives/goals.
  - Create an awareness of consumer demands.
  - Provide an understanding of appropriate raw material utilization.
  - Provide simple accounting standards as applicable to production.
  - Anticipate problems in equipment/material before they arise.
  - Participate in creation of reports required in the production process.

## **REQUIREMENTS**

- Currently enrolled and pursuing a 2-year or 4-year degree at an accredited college or university. All majors will be considered in conjunction with the career goals of the candidate.
- 18 years of age by the start of the internship program.
- Prior work experience required. Prior leadership experience is a plus.
- Excellent communication skills, both written and verbal.
- Experience working with Microsoft Excel, Word, Project, and PowerPoint.
- Willingness to learn and work in a team environment.
- Proactive thinker and self-motivated.
- Strong time, project, and organizational management skills.
- The ability to work independently.
- Ability to work well with others in a fast-paced, dynamic environment.
- Ability to be respectful, approachable, and team-oriented while building strong working relationships and a positive work environment.
- Adherence to safety practices and Good Manufacturing Practices (GMP).
- Successful completion of pre-employment background check and drug screen.

**EMPLOYER: PNC**

**LOCATION: Cleveland Area**

**ABOUT THE OPPORTUNITY**

PNC has the following internships available in Cleveland:

- Internal Audit
- Technology
- Operations (Brecksville Area)
- Asset Management
- Capital Markets
- Corporate Banking
- Commercial Banking
- Real Estate Banking