

ACCOUNTING STUDENT INTERNSHIP SKILLS LIST PROVO SCHOOL DISTRICT

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in your internship you have been assigned. When you have observed a procedure, record the date and have your mentor or sponsor initial the square. There is a lot to see and learn. Be sure to ask your mentor to show you as much as she/he can.

| PROCEDURE OR SKILLS | DATE INITIAL | DATE INITIAL | DATE INITIAL |
|--|-----------------|-----------------|-----------------|
| 1. Fill in numbers for credit card orders. | | | |
| 2. Deposit checks in bank. | | | |
| 3. Enter commission checks. | | | |
| 4. Put check invoices in order. | | | |
| 5. Sort and file purchase orders. | | | |
| 6. Record adjustments for short orders. | | | |
| 7. Process checks: separate, put ID #'s and phone #'s on back, copy front/back, date stamp, hole bunch, total, and file. | | | |
| 8. Shred documents. | | | |
| 9. Verify inventory. | | | |
| 10. Data entry. | | | |
| 11. Process NSF checks. | | | |
| 12. Enter replenishment orders. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
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