HOSPITALITY - BOOKKEEPING
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 observe 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 he/she can.

PROCEDURE OR SKILL	DATE INITIAL	DATE INITIAL	DATE INITIAL
PROCESS PAYROLL			
1. Maintain accurate employee tax information			
2. Calculate hours and benefits			
3. Distribute payroll			
4. Allocate departmental breakdowns			
5. Create checks			
6. Reconcile discrepancies			
7.			
8.			
PROCESS AND APPROVE DIRECT BILLING			
9. Process credit applications from clients			
10. Verify bank and vendor credit references			
11. Notify client of approval/denial of credit			
12.			
13.			
PROCESS ACCOUNTS PAYABLE			
14. Review open invoices			
15. Process credit applications for clients			
16. Review incoming invoices for accuracy			
17. Pay bills			
18. Process refunds			
19. Maintain petty cash accounts			

20. Calculate travel agent commissions			
21. File invoices			
22. Enter data			
23.			
24.			
25.			
GENERATE MONTHLY PROFIT AND LOSS STATEMENTS			
26. Collect departmental information			
27. Develop historical comparisons			
28. Justify discrepancies			
29. Process city, county and state taxes			
30.			
31.			
PROCESS ACCOUNTS RECEIVABLE			
32. Balance daily deposits			
33. Review aging report			
34. Generate client invoice			
35. Follow-up on delinquent accounts			
36. Process incoming checks			
37.			
38.			
PURCHASE AND RECEIVE GOODS			
39. Maintain stock control			
40. Maintain par			
41. Assist with inventory			
42. Track guest packages			
43.			
44.			

PROVIDE GUEST AND HOTEL SAFETY AND SECURITY			
45. Activate emergency procedures			
46. Verify guest identity			
47. Inspect for safety hazards			
48. Maintain safety and sanitation guidelines			
49. Implement first aid procedures			
50.			
51.			
52.			