

INTERNSHIP & JOB REGISTRATION FORM
Office of Career & Professional Development
Bethany College, Bethany, WV



Bethany

Today's Date: 12/11/19 Are you an alumni of Bethany College: Yes No Year graduated: _____

Alum's name: _____

Opportunity type: full-time job part-time job internship shadowing experience

Note: if you are a Bethany alum and have an internship, you can be part of the Alumni Gold Internship Program

Opportunity compensation: Paid Unpaid Credit only Salary range: \$14/hr

Career Opportunity Title: Auditing Scholars Intern

Career Opportunity Functions: Train with governmental accounting professionals to learn skills essential to performing audits on local WV governments.

Career Opportunity Industry:

- | | |
|--|--|
| <input checked="" type="radio"/> Accounting & Financial Services | <input type="radio"/> Medicine, Healthcare & Biotech |
| <input type="radio"/> Consulting | <input type="radio"/> Science & Environment |
| <input type="radio"/> Creative & Entertainment | <input type="radio"/> Non-Profit & Education |
| <input type="radio"/> Government, Law & Public Policy | <input type="radio"/> Technology & Entrepreneurship |
| <input type="radio"/> Other: _____ | |

Company Information:

Organization/Comp. Name: West Virginia State Auditor's Office

Address of Organization: State Capitol, Building 1, Suite W-100, Chareston, WV 25305

Website: www.wvsao.gov

Department: Chief Inspector Division

Minimum Qualifications:

G.P.A. 3.0

Year completed: Freshman Sophomore Junior Senior

Other: Sophomores may be accepting depending on coursework completed and faculty recommendation.

Preferred Qualifications:

Academic Skills / Coursework: Intermediate Accounting I & II (Preferred)

Other: Microsoft Excel

If this is an INTERNSHIP opportunity, please complete the following:

Internship Session: Summer Fall Spring Year: 2020

Deadline to submit an application: April 10, 2020

Work hours per week: 37.5 (Max)

Is housing assistance included? Yes No Other: _____

Name of Work Supervisor: Jessica Kirk

Title of Supervisor: Manager of Recruitment and Professional Development

Supervisors email: jessica.kirk@wvsao.gov

Supervisors phone number: 304-558-2261 Ext. 5309

Summary of Job Duties and Responsibilities: Some travel (mileage paid) may be required, as interns work on-site at local

WV governments doing actual audit work under the direction of our seasoned governmental accounting professionals. Interns may be trained in and/or perform various of the audit which may include including planning, testing, working on special investigations, and attending exit conferences.