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# Example of Intern, Assurance Job Description

Our growing company is hiring for an intern, assurance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for intern, assurance

* Develop initiative, interpersonal skills, and practical application of technical knowledge
* Perform other related duties assigned by immediate supervisor and other Firm management as required
* Receive mentored direction from experience staff in various areas in public accounting
* Become familiar with preparing financial statements
* Obtain exposure to financial statement audit engagements
* Department rotations when available
* Direct communication with clients and staff
* Client work in the office and at clients’ offices
* Each intern will be treated as a full time team member and will be expected to maintain a full time schedule for a period of eight weeks or more
* Preparation of fieldwork (AS OR TAX)

## Qualifications for intern, assurance

* Knowledge of security systems such as firewalls, intrusion detection
* Experience reviewing raw log files, data correlation, and analysis
* Create and deploy MS Access database for data transformation and validation of metrics
* Develop metrics in MS Excel – Using PIVOT tables, VLOOKUPS, HLOOKUPS formulas
* Coordinate and perform logical system design & define all algorithms and logic to use in the development of the corporate metrics
* Dictate the structure of the system so that it may be configured and modified for inclusion of new metrics without changing requirements