ELGEE REHFELD MERTZ, LLC
CERTIFIED PUBLIC ACCOUNTANTS
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INTERNSHIP DESCRIPTION

Elgee Rehfeld Mertz, LLC (ERM) provides internship opportunities for college students to gain valuable experience applying classroom learning to real situations. We have several full-time employees, including managers, who are former college interns.

Intern Duties. An intern at ERM can expect to assist our professional staff with a variety of duties. This may include audit planning, preparing financial statements, and organizing information for tax returns. It may also include research, workpaper documentation, and audit fieldwork (at the client’s office). It is important that the intern learn firm procedures for paperless filing, and he/she may be required to provide support with scanning and filing of various workpapers. We try to provide experience in areas of interest to the intern, and encourage frequent communication regarding long-term goals. We expect this to be a learning environment for the intern, and therefore all work is supervised by Senior-level staff, or higher. We expect the intern to possess fundamental knowledge in accounting, appropriate to their level of education and work experience, and demonstrate those skills by asking astute questions and completing tasks thoroughly and efficiently.

Technology. ERM utilizes the latest technology in all areas of the firm. An intern can expect to become familiar with several programs including, Microsoft Excel and Word, Adobe Acrobat, ProSystem Engagement (paperless auditing program), and QuickBooks.

Earning Credit. The criteria for earning college credit for internship work varies with each college or university. It is the intern’s responsibility to:
• Set up the internship with their University to earn credit.
• Pay for any credit earned.
• Track hours worked toward college credit earned.

General Experience Hours. All time worked at ERM as an intern can be used toward state experience requirements for becoming a CPA. It is the intern’s responsibility to track this time.

Audit Experience Hours. Time spent as an intern working on audits or reviews can be used toward State audit hour requirement (500 hours required). It is the intern’s responsibility to track this time.

Dress Code. ERM maintains a professional environment, which all interns are expected to adhere to. Interns are expected to dress “business casual” while at work, which includes slacks (khakis are acceptable) or skirts with clean, pressed shirts and/or sweaters. Jeans, shorts, t-shirts, tennis shoes etc. are not acceptable at any time. Business dress or suits may be required for fieldwork at certain clients. Earrings may be worn by women only, and no other forms of visible body piercing or tattoos are acceptable.

Work Hours. Work hours can be flexible, depending on class schedule. Once determined, advance notice is required in order to change the work schedule. Advance notice should be at least one week. We ask that the work schedule include at least 3 to 4 hours in a row at least three days a week. This helps us plan jobs and use the intern’s time efficiently. Interns can work up to 30 hours per week. Additional hours may be arranged per partner approval.

Benefits. Interns are not eligible for insurance, paid time off, or other fringe benefits. However certain perks such as periodic tickets to community events are available. We also encourage participation in firm activities and events, in order to experience our firm culture in and outside the office.