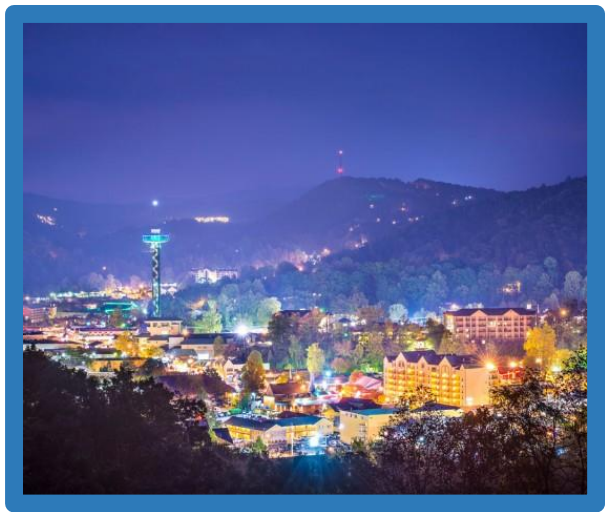


# CETUSA Internship Program Offer

## Applicant Qualifications:

- To apply for an **internship** program, you must be an undergraduate **Business Management, Accounting** major studies student OR a recent graduate starting the program within 12 months of graduation.
- Fluent in English (reading, writing and speaking skills)
- Must be friendly, outgoing, organized, self-reliant, efficient and have computer skills

## GATLINBURG, TENNESSEE



**Host Company Description:** The host company is a year-round resort offering winter ski slopes and summer amusement activities located in the heart of the popular Great Smoky Mountains, in the town which offers thousands of shops, festivals, and fun for the whole family. The resort is a large employer with multiple revenue streams which provide a dynamic learning opportunity for someone interested in business management and accounting practices.

**Start Date:** June – September 2016

**Training Duration:** 12 months

**Compensation:** \$9.00 per hour

**Housing:** employee housing available

**Business Management Accounting**

**How to Apply:** Submit a USA style formatted professional resume to [usmexico@cetusa.org](mailto:usmexico@cetusa.org). Indicate desired start and end dates, include 3-digit program code (starting with "m") and title in the subject field.

## Position Description:

- Become familiar with the revenue sources of the company
- Learn and participate in daily accounting tasks, reconciliations, journal entries, recording payments, and auditing cash intakes
- Assist with preparation including reconciliation of general ledger accounts and production of monthly financial statements and other related reports
- Prepare general journal entries.
- Assist with preparing and reconcile withholding, transient accommodation tax, general tax reports and various state and federal tax reports.
- Assist and support the accounting staff on various job duties to include special projects and provides relief for other accounting management personnel for vacation, sick, etc.



