



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

Position number: (10281) Business Management Accounting - Williamsburg, TN

Start Date(s): August-December 2019

Location: Williamsburg, TN

Compensation: \$10.00 per hour

Number of positions offered: 2

Hours: 32- 40 hours per week

Training Duration: 12 months

Housing: Employee Housing Available

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.

Training/Internship Program Details:

- 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.

Applicant Qualifications:

- To apply for the **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.
- To apply for the **Trainee** program, applicants must hold **business management or accounting** degrees and have at least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional experience in this field
- Fluent in English (reading, writing and speaking skills)
- Must be friendly, outgoing, organized, self-reliant, efficient and have computer skills

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title

