

Job Description: Internal Audit Department Intern/Volunteer

Supervision: Reports to the Director of Internal Audit

Classification: Unpaid internship/volunteer opportunity

Eligibility: Declared Major in Accounting, completion of Accounting 100 and 200 level courses. Will consider applicants with declared majors in Healthcare Administration, Business Administration, and Public Administration or with Healthcare & Human Services auditing/investigations experience. Students interested in accounting/auditing/healthcare management are encouraged to apply. Must provide a resume & cover letter

Academic Credit: Internship must be approved by the Human Resources and Volunteer Services Departments at Richmond University Medical Center.

Duties & Responsibilities:

1. Assist in assigned duties for conducting internal audits and follow-up audit work.
2. Assist in preparation and conducting Enterprise Risk Management (ERM) activities, including risk assessment surveys.
3. Assist in the coordination of review of current internal controls.
4. Assist in the preparation of meeting materials and participate in meetings.
5. Assist in monitoring departmental budget and development and documentation of departmental policies and procedures.
6. Other duties as assigned.

Skills:

1. Ability to interact and communicate effectively both orally and in written correspondence/reports.
2. Ability to maintain confidentiality.
3. Ability to assimilate and summarize information.
4. Ability to analyze information and come to a conclusion.
5. Technical competency in Microsoft Office Suite (WORD, EXCEL). Ability to create format and develop analytical spreadsheets.
6. Ability to research and use the Internet
7. Ability to make independent judgment and initiative to make decisions.

Knowledge:

1. Familiarity with accounting concepts and theory
2. Basic knowledge of internal controls

Contact/Relations: May have contact with multiple departments or individuals within the Richmond University Medical Center. This includes other volunteers/interns, office support staff, and executive management.