



Job Title: Assurance Intern
Department: Assurance
Reports to: Senior Associate
Status: Full-time (non-exempt)
Date Revised: July 2021

Summary of Responsibilities:

To support the MCM Assurance team daily.

Essential Functions:

- Complete all tasks assigned in a timely manner
 - Assurance intern duties will be predominantly:
 - Testing balance sheet accounts – 40%
 - Testing internal controls – 20%
 - Assisting in financial reporting – 20%
 - Budget to actual comparisons and fluxes – 20%
- Follow all professional standards, GAAP, GAAS, ethics, etc.
- Follow all firm policies.

Performs other assurance duties as needed in engagements and as assigned by Senior or other management personnel.

Education, Experience, and Skills:

Assurance Intern: Intermediate Accounting.

Expectations:

- Respect and earn the respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Keep open communications with manager and partners.
- Perform work with confidence and pride, follow through to completion.
- Dependable.
- Make informed decisions – discuss with manager when needed.
- Grow and learn from past mistakes.
- Work in a safe, clean and employee friendly atmosphere.
- Must have flexibility with work schedule.
- Must have reliable transportation.



Working Conditions:

- Minimal hazards. General office working conditions.
- Periodic evening and/or weekend work
- Travel as needed

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, nursing and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

EOE