

# Internship Opportunity Request

**Internship Supervisor:** Brandon Bentley

**Email:** [brandon.bentley@bhsu.edu](mailto:brandon.bentley@bhsu.edu)

**Phone:** 6056456562

**Address:** 1200 University St. Unit 9505 Spearfish South Dakota, 57799

**Are you a BHSU Alumni?:** Yes

**If yes, what year did you graduate?:**

## Internship Details

**Business, Company, Organization Name:** Black Hills State University

**Company Description:**

**Internship Title:** Accounting Intern

**The intership will take place in?:** Fall 2019 - Spring 2020 if needed

**Start Date of Internship:** 9/3/2019

**End Date of Internship:** 12/6/2019

**Weekly Hours:** 10-20

**Hourly Wage:** TBD

**What does the internship provide?:**

Experience in non-profit and governmental accounting.

Work in accounts payable, general journal entries, billbacks, budget adjustments, etc.

Paid

Flexible hours

Available for credit as needed by student.

**What are the characteristics of a qualified candidate?:**

Accounting major. Preferable a junior or senior that has completed the non-profit/governmental accounting course.

**What skills are needed to do the internship?:**

General knowledge of GAAP and background in accounting course work.

Strong communication skills.

Basic understanding of the Microsoft Office products with some background in Excel.

Attention to Detail

**Application Process:**

Email resume and cover letter to [brandon.bentley@bhsu.edu](mailto:brandon.bentley@bhsu.edu)

**Internship Application Deadline:** 7/31/2019