

SAMPLE DESCRIPTION OF STUDENT POSITION

Student Position Title: **Student Associate**

Company Industry: **Accounting**

Address of Primary Work/Study Location:

**3625 24th Street**

**San Francisco, CA 94110**

Supervisor 1

Name: Jane Doe

Title: Senior Manager, Global Consolidations  
and Treasury Accounting

Phone: 415-555-1234

Email: janed@sampletechcomany.com

*If you have an additional supervisor, please  
complete:*

Supervisor 2

Name:

Title:

Phone:

Email:

Primary Responsibilities:

- Learn about our business, the accounting teams, and types of accounting activities
- Record certain weekly banking activities for intercompany and general ledger teams
- Review and summarize intercompany contracts
- Update and maintain system master data of active legal entities
- Update and maintain process documentation for various accounting activities
- Other duties as assigned

Please share the desired characteristics and skills of your Student Associate(s):

- Good at Math
- Attention to detail
- Self-starter, proactive, curious
- Ready to learn
- We will provide training on the basics of Excel and Accounting