



THE EUROPEAN-AMERICAN CENTER FOR INTERNATIONAL EDUCATION

www.provisions.ws, www.euramcenter.com, www.eurabbey.com, www.la-cure.com

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People are our most important asset and we invest heavily into our human resources. Our entrepreneurship, professionalism, spirit and culture create a unique environment in which interns can excel.

The European-American Center for International Education (The Eur-Am Center) and ProVisions, LLC have one of the most recognized and successful internship programs in the world. Whether you are an undergraduate, Master's candidate, PhD, or life-long learner, we have an internship opportunity to help you achieve your professional goals.

We are currently seeking a:

ACCOUNTING/FINANCE INTERN Troy, Michigan

Position Description

Summary:

Plans and carries out duties related to accounting/financing procedures. Applies principles of accounting to analyze financial information and prepare financial reports. Compiles and analyzes financial information to prepare entries into accounts, such as general ledger accounts. Documents, business transactions, details assets, liabilities, and capital to summarize the company's current and projected financial position. Assists in obtaining tax licenses, establishes and modifies documents, and coordinates the implementation and control of accounting procedures.

Academic Qualifications:

- High school graduate or equivalent (Required)
- Undergraduate major and/or coursework in Accounting/Finance (Required)

Experience and Skill Requirements:

- Knowledge of the Real Estate principles (Preferred)
- Previous work experience in the field of Accounting and/or Finance
- Takes initiative and works independently with minimal supervision
- Proficient knowledge of Microsoft Office programs: Word, Excel, PowerPoint
- Experience with other software programs pertaining to Accounting/Finance, such as QuickBooks

- Excellent communication and teamwork skills
- Highly developed organizational skills
- Detail oriented

Job Responsibilities:

- Documenting information in general ledger accounts
- Documenting and analyzing all business transactions within the company
- Analyzing financial information
- Detailing assets, liabilities and capital to summarize current and projected company financial outlook
- Establishing and modifying documents
- Coordinating the implementation and control of accounting procedures
- Preparing financial requests in order to obtain loans for projects

Compensation:

Based on experience and education. Qualified candidates that are work/study for credit and/or experience are preferred. Work/study internship candidates are often offered part or full time employment upon the successful completion of their internship.

Contact:

Human Resources @ 248.988.9341, Fax: 248.723.3341, Email: hr@provisions.ws

Our interns are amongst the youngest, most energetic, motivated and brightest individuals in the world and are extremely sought after by leaders in their field.

Our Vision, Core Values, and Mission energize our organization and people.