

Goff Backa Alfera & Company, LLC

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INTERNSHIP PROGRAM

OVERVIEW OF THE PROGRAM

The Accounting Internship program has been designed for the student actively seeking a bachelor's degree in accounting and eventually becoming a certified public accountant. It provides the student the opportunity to gain meaningful "hands on" experience in a CPA firm while attending classes full time. Work assignments fall in a variety of areas and should involve a wide range of accounting procedures and responsibilities, including administrative functions, fieldwork on audit and accounting engagements, assistance with data input, and tax preparation.

A small group of selective students are invited to participate in our internship program, generally for a 20+/- week period during tax season.

If your school has a program that permits the granting of credits for this work experience, arrangements may be made to accommodate this by agreement between your academic advisor and the firm's Office Manager.

CRITERIA FOR PARTICIPATION

- You must be a full-time student enrolled in an Accounting program.
- You must have successfully completed basic accounting courses.
- You must have attained at least junior level and be in good academic standing.
- You must be able to work a minimum of 20 hours per week, Monday through Thursday, between 8:00am and 8:00pm, and 8:00am and 5:00pm on Fridays during tax season.
- Working hours from January through mid-April includes working Saturdays when your class schedule permits.
- Working hours are flexible and can be arranged around your classroom schedule.

INTERN RESPONSIBILITIES

As an intern, you will assume many of the responsibilities of a first-year staff accountant.

- Testing for various financial statements.
- Prepare basic income tax returns
- Utilize state of the art technology.
- Identify and document accounting and operational weaknesses.
- Gain confidence and enhance your analytical, communication and leadership skills.
- Develop a network of contact within Goff Backa Alfera & Company, LLC professional staff and partners.

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WORKING CONDITIONS

- Your title will be Accounting Intern with an hourly entry level pay.
- Paid holidays are excluded from the internship program. You may receive time off without pay upon obtaining proper approval.
- You will be working in a business office environment and will be expected to wear appropriate business casual attire.
- You will be working with professional accounting personnel.
- You will be exposed to various business functions as a normal part of your work assignments.
- You will have the opportunity to participate in all the firm business sessions all related to the development and enhancement of the professional's career.
- You will receive a performance evaluation by your supervisor at the end of your internship term.
- The evaluation will consider explanatory comments when necessary and offer suggestions for improving performance. Evaluation ratings are: Not Applicable; Unacceptable, Below Normal; Good; Very Good and Outstanding.

CAREER OPPORTUNITIES

Based upon your performance in the Internship Program, successful attainment of your Bachelor's degree, and position availability, the firm may offer you an opportunity to join on a full time basis after graduation.

TO APPLY

The internship program at GBACO is a highly competitive opportunity for the students from colleges and universities in the area. Candidates will go through the application and interview process.

If you are interested in becoming an intern at Goff Backa Alfera & Company, LLC visit your schools' career services department for further details, or contact the firm at our website at www.gbaco.com.

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Goff Backa Alfera & Company, LLC enlists the services of the college's and university's Career Services Department to provide qualified students the opportunity to apply for internship programs and entry level employment. The Career Service Department may evaluate the student and assist in the interview and application process.

Intern Qualifications:

Accounting Major Junior or Higher QPA 3.0 - minimum

Relative Coursework:

Financial Accounting
Advanced Accounting
Auditing
Cost Accounting

Managerial Accounting
Income Tax Accounting
Intermediate Accounting I & II

Additional Courses Necessary to Function in Today's Office Environment:

Microsoft Excel
Microsoft Access
Business Communications

Information Technology
Accounting Information Systems
Public Speaking

Typical Internship Work Schedule:

- ◆ Average 20 hours weekly - Determined by class schedule
- ◆ Monday through Friday - Determined by firm schedule
- ◆ Saturday - Determined by tax season (generally mid-January through April 15th)

Sample of Work Performed by Interns:

We give our interns a variety of work, based on their knowledge, experience and abilities, which may consist of the following:

Audit Procedures:

- ◆ Review and Compilation of financial statements for year-end review.
- ◆ Draft correspondence letters and financial statements
- ◆ Perform audit functions over low-risk audit areas, which may consist of cash, prepaids, property, plant, and equipment, among other balance sheet items.
- ◆ Proof-read various company filings prior to issuance

Tax Procedures:

- ◆ Organize year-end Tax Organizers for clients to prepare and gather information for tax filing.
- ◆ Prepare tax returns using CCH Prosystem tax software.
- ◆ Perform tax research on a variety of topics, using on-line research databases.
(Researching helps to expose the intern to tax related topics and current issues.)
- ◆ Assist with the filing and sorting of documents and processing returns when necessary.

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Services Provided For Businesses and Non-Profit Organizations:

Tax Planning and Compliance

Planning, research, strategy development, projections
Tax consulting
Advocacy/representation with tax authorities
International tax consulting and preparation
Foreign sales corporation administration
Return preparation

Business Consulting

Mergers, acquisitions, reorganizations, asset sales and business sales
International and other transactions
Government contract accounting and reimbursement
Business valuation services
Financial institution consulting
Integrated planning for closely held and family businesses, including:

- succession planning
- shareholder and management issues

Corporate Finance

Budgeting, cash flow, income and other projections
Lease/purchase analysis
Financing strategy development
Financing resource identification and evaluation, including venture capital funding
Loan Request package preparation, including:

- financial statements
- business plans
- related documentation

Financial Reporting and Auditing

Auditing, including SEC, ERISA, HUD, and other governmental audits
Financial statement preparation, including:

- compilations
- reviews
- agreed upon procedures
- Internal control analysis

Accounting and Computer Information Systems

Accounting information system planning, purchasing, training and implementation
Software consulting and technical support
Computer accounting system maintenance
Bookkeeping assistance and training

For Attorneys

Litigation consulting and support, including:

- financial and transactional analysis
- exhibits

Expert witness services
Orphans' Court accountings for estates and guardianships

For CPAs

Peer reviews
Consulting reviews
Strategic partnering, including joint ventures
Access to additional tax, planning, consulting and accounting resources

For Individuals

Tax Planning and Compliance

Planning, research, strategy development, projections
Tax consulting
Return preparation
Advocacy/representation with tax authorities
International tax consulting, including residency issues; Expatriate taxation
Clergy taxation

Financial Consulting

Planning and analysis, including

- college funding
- retirement planning
- estate planning

Personal and Executive Administration

Planning and administration for elderly, disabled or busy individuals, including:

- bill paying and record keeping
- banking assistance
- accounting and reporting

