



**Lindquist, von Husen & Joyce LLP** is one of the premier public accounting firms in the San Francisco Bay Area. We are currently looking for dedicated interns who desire an opportunity to gain hands-on training in accounting practices and auditing.

The internships are expected to start on October 15, 2018 and last through January 31, 2019. Successful interns may be considered for permanent, full-time positions starting February 1, 2019!

### **What will you be doing as an Audit Intern at LvHJ?**

- Roll forward audit binders to create pro-forma for upcoming engagements
  - Update audit programs and admin forms
  - Verify trial balance linking on financial statements and audit lead schedules
  - Foot prior year's financial statements
  - Update audit reports to reflect changes required by GAAS and GAS
  - Produce management representation letter, engagement letter, communication with those charged with governance templates
  - Remove old tick marks/explanations from prior year's audit documentation
  - Delete prior year's audit documentation
- Manage the confirmation process
- Assist in the completion of tenant file compliance testing
- Assist in the completion of internal control testing procedures
- Assist in audit engagement planning preparation
  - Upload the audit schedules into the audit binders
  - Import the client trial balances into the audit binders
  - Check all account balances in the preliminary analytical schedule to ensure they have been properly linked to the trial balance
  - Trace and agree confirmed balances to balances on lead schedules and identify variances
- Upload and organize various documents to online document management system
- Perform other assignments at the firm's discretion

### **Why work at LvHJ?**

Our team is the reason for our success and we like to show it! We provide a variety of parties and catered events throughout the year to express our gratitude. Our kitchen is fully stocked with food and beverages to keep our team well fed. And our happy hours are always huge successes. We allow for flexible schedules, business casual attire (yes, jeans five days a week), and promote a work/life balance.

To apply for this position, please email the following documents\*:

- Employment application (applications can be found on the Careers page at [www.lvhj.com](http://www.lvhj.com))
- Cover letter
- Resume

*\* LvHJ will consider qualified applicants, including those with criminal histories, in a manner consistent with San Francisco's Fair Chance Ordinance*