



Audit Internship Program

Presented by:

Cecille Swan, Bureau Administrator
Field Compliance Bureau (FCB)
Missouri Department of Revenue



Program Outline

- Audit Internship Program Overview
- Focus of Internship Employment
- Qualifications
- Goals of the Audit Internship Program
- Audit Intern Structure and Work Assignments
- Intern Expectation
- Role of Supervisor and Mentor
- Program Benefits



Audit Internship Program Overview

Program Overview

- Build Audit, Communication and Leadership Skills
- Prepare Students for Business World
- Hands-on Perspective of State Government
- Integrates Knowledge and Theory



Focus of Internship Employment

- Student Work Experience
- Short-term
- Has an Intentional Learning Agenda
- Intern Reflects on Experience and Provides Feedback
- Part of an Academic Curriculum



Qualifications

- Minimum 2.5 GPA
- Minimum 12 Credit Hours Towards Eligible Major
- Microsoft Office Suite (Outlook, Word, Excel)
- Time Management Skills
- Effective Communication
- Initiative



Goals of Intern Program

Employer

- Increase Exposure
- Talent Retention
- Increase Productivity
- Enhanced Perspective
- Utilize Low-Cost Measures

Goals of Audit Intern Program



Intern

- Exposure to Business Career Field
- Practical Application of Knowledge
- On-the-Job Experience
- Increase Marketability



Intern Program Structure

- Assigned and Reports to a Supervisor
- May also be Assigned to a Mentor
- Participate in the Auditor Training Programs
- Complete Audit Test Case Training
- Work Real World Audit Cases with a Mentor
- Participate in Special Assignments



Intern Expectations

- Integrity
- Initiative
- Positive Attitude and Eagerness to Learn
- Work Independently
- Professionalism
- Analytical Thought
- Articulate Critical Feedback



Role of Supervisor/Mentor

- Willingness to Give Responsibility
- Provide Feedback
- Offer Necessary Resources for Success
- Watch for Signs of Confusion
- Utilize Staff as Mentors
- Empowerment



Program Benefits

- Intern Benefits
 - Exposure to a Variety of Industries
 - Auditing and Tax Experience
 - Hands-on Real World Experience
 - Allows Flexible Scheduling
 - Individual and Team-Based Learning



Program Benefits

- Employer Benefits
 - Connections with Colleges and Universities
 - Growth and Development of Audit Staff
 - Exposure to a Career with Missouri
 - Fosters Growth for Supervisor and Intern
 - Feedback Regarding Culture and Training



Questions?

Cecille Swan, Bureau Administrator
Field Compliance Bureau (FCB)
Missouri Department of Revenue

Cecille.Swan@dor.mo.gov

(816) 889-2901