

## Sample Job Description—For-Profit Organization

### Crown International

Crown Audio is the audio amplifier division of Harman International, a global leader in the design, development, manufacture and distribution of premier audio products for the consumer, professional and automotive markets.

Crown Audio is a world leader in professional audio amplifiers and networked systems. The company has innovated technologies with over two hundred patents that have revolutionized amplification and networked audio systems in the professional audio industry. Our flagship products can be found on tour with high profile artists ranging from Aerosmith and Britney Spears to the Bolshoi Ballet. Our systems are installed in the world's most prestigious venues including Chicago's Soldier Field, the Sydney Opera House and the many Disney Theme Parks.

We have an opening in our Finance department for a paid Internship position. The ideal candidate for this entry-level position will be able to work 20 hours during the school year and full time during the summer. This candidate is expected to have completed at least the sophomore year and have completed at least the basics in accounting while working towards a bachelors degree with an accounting concentration. The qualified candidate will join an organization known for teamwork and opportunities for growth.

Please send a cover letter and a resume to [job@job.com](mailto:job@job.com). All information will be handled confidentially. Crown Audio, Inc. is an Equal Employment Opportunity Employer and a drug screening company.

### Job Description

|                       |   |
|-----------------------|---|
| Job Title:            | Finance Internship-Paid                                     |
| Exempt:               | No  |
| Department:           | Finance   |
| Reports To:           | Accounting Supervisor                                       |
| New/Revised:          | Revised   |
| Prepared Date:        | 02/01/05  |
| Job Status:           | 20 hours per week with classes, full-time during the summer |
| Period of Employment: | Until Graduation  |

### SUMMARY

Responsible for the timely and accurate recording of invoices requiring interaction with vendors and buyers to facilitate timely payment and proper accounting of inventory and expenses. Also to obtain financial data for the use in maintaining accounting records and financial reporting.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Verifies and codes general ledger account distributions on vendor invoices. Matches vendor invoices to approved purchase orders and dock receipts. Verifies invoice information, such as quantity and pricing. Communicates variances to Purchasing Department.

## Sample Job Description—Not-for-Profit Organization, continued

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### Internship Program Application Information

To apply, please send all of the following materials.

1. Internship application
2. Current résumé, which includes your educational and work experiences with dates
3. Essay (minimum of 1,000 words) answering the following questions:  
What kind of work-study do you envision yourself performing at the Chicago Botanic Garden? What skills would you like to attain and/or improve upon? How will this work experience help you to achieve future work related goals?
4. Three letters of recommendation (Please allow individuals two to three weeks to write and send letters of recommendation. Letters should be mailed directly to the Intern Coordinator.)
5. Transcripts or official record of your post-secondary coursework with grades

To submit your application, send all materials to the following address:

Human Resources  
Attn: Internships  
Chicago Botanic Garden  
1000 Lake Cook Road  
Glencoe, IL 60022

**Application Deadline:** Rolling admissions, with applications reviewed upon receipt. It is expected that most positions will be filled by April 15, 2005.