



Career Internship Program

Company/Organization Name: Naperville North High School

Industry/Pathway: Accounting/Finance

Internship Title: Naperville North High School Accounting Internship

Approximate Hours per Week: 5-10

Rate of Pay:

Unpaid Internship

About Company/Organization:

The Naperville North High School Accounting/Finance Internship student will report to Mrs. Nandini Asar, the NNHS Financial Secretary, and Mr. Mark Skarr, the NNHS Learning Commons Director and Half Caf C.E.O.

Internship Position Description: The NNHS Accounting/Finance intern will apply their knowledge of Accounting and bookkeeping, including setting up the half Caf budget, tracking inventory and supplies, filling out and checking bank deposits, analyzing and printing reports for various accounts, and monitoring petty cash. This Internship opportunity will allow the student to experience both the routine Accounting activities of a large organization,

while also experiencing the feel of Accounting activity in a startup with supporting the Accounting and financial needs of the Half Caf.

This Internship opportunity does not require the student to leave NNHS and is a great opportunity for a student who has limited flexibility in their schedule or who often has extra-curricular activities after school.

Knowledge, Skills, Abilities, and/or Interests Desired in Applicants:

Accountancy skills

Basic math/numeracy skills

Communication skills - written and verbal

Analytical skills/think critically

Desire to improve profitability

Physical Demand(s) of Position:

None

Type of Internship: In-person

Contact Name: Mrs. Asar and Mr. Skarr

Title: NNHS Financial Secretary and NNHS Teacher Librarian/HalfCaf

Email: nasar@naperville203.org and mskarr@naperville203.org