

Michigan Department of Community Health (MDCH)
INTERNSHIP POSITION

POSITION INFORMATION		
Position Title Audit Review Intern	Position Location Capital Commons Center, Lansing, MI	Administration Operations-Office of Audit
Description of Responsibilities Review subrecipient audit reports to ensure reports are completed in accordance with applicable regulations and contract provisions; and, in coordination with mentor, follow-up on audit findings and issues that impact MDCH-funded programs.		
List project/s for the Intern Review subrecipient audit reports for compliance with applicable regulations and contract provisions. Complete applicable audit review checklists. Enter review results and follow-up actions in the data base that is used to track audit reports and reviews - the Subrecipient Audit Report Monitoring System (SARMS). In coordination with mentor, perform any necessary follow-up actions on findings and issues that may have an impact on MDCH-funded programs, and draft management decisions as required by OMB Circular A-133.		
Desired Skills/Qualifications Knowledge of generally accepted accounting principles, and professional auditing standards gained through the completion of 12 semester hours or 16 term credits in Accounting. Experience with Microsoft Office software (Excel and Word). Ability to communicate effectively (both in oral and writing).		
Other Information (For example: desired length, hrs per week) Average of 20 hours per week with days (Monday through Friday and times negotiable. Duration of 1 semester with the possibility of extending into more semesters.		
NEXT STEPS		
Please send your completed application to the Internship Coordinator by e-mail.		
Administration	Coordinator	E-mail
Operations	Nancy Houts	HoutsN@michigan.gov