



## McCoy's Building Supply Accounting Internship (multiple positions)

McCoy's Building Supply is seeking applications for paid interns to assist and be trained as a Legacy Leadership coach.

**Title:** Accounting Intern in Legacy Leadership

**Background:** This paid intern position has been established to assist Undergraduate Accounting students in obtaining a sound and solid understanding and application of Accounting policy and procedure. The program will incorporate all aspects of Payroll, Treasury, Accounts Payable, Fixed Assets, Accounting, Financial Reporting, and Accounts Receivable (120 hours), plus professional/personal development as a Legacy Leadership Coach (80 hours). McCoy's Building Supply is supporting the McCoy College of Business in facilitating a Legacy Leadership course number MGT 4390 to be offered on a recurring basis beginning the Spring 2015 semester. Legacy Leadership coaches will be eligible to serve as a student aid for course number MGT 4390 beginning in the Spring 2015.

**Qualifications:**

1. Junior/first semester senior or graduate student.
2. Available in the Fall semester on Mondays – late afternoon/early evening for Legacy Leadership Coach training.
3. Available for 10-12 hours weekly at McCoy's Building Supply, Headquarters, 1350 IH 35 North, San Marcos, Texas 78666.
4. Work shifts to be 3 or more hours in length.
5. Available to serve in a MGT 4390 class for the Spring 2015 semester as a paid student aid.

**Roles and Responsibilities as Intern:**

1. Comply with McCoy's employment standards and company policies.
2. Work in adjacent departments/facilities as scheduled.
3. See Chart Following:

## Accounting / Finance Intern:

	<b>Department</b>	<b>Leader</b>	<b>Hours</b>	<b>Duty</b>	<b>Description</b>
Week #1	Accounts Payable	Juanita	10 - 12	3-Way Match	Using the 3-way match process to reconcile inventory invoices to the point of sale system, forwarding discrepancy items to retail locations or merchandising to resolve issues and make corrections, etc.
Week #2	Accounts Payable	Norma	10 - 12	Imaging - Exp	Using the document imaging process and workflow to distribute invoices
Week #3	Accounts Payable	Kelly	10 - 12	Coding - Exp	Coding and reviewing invoices for other departments for accuracy, accruing use tax on expense items as necessary, etc.
Week #4	Sales Tax Compliance	Becky	10 - 12	Reviewing Certificates	Reviewing and Setting up Accounts for proper Sales Tax Exemption
Week #5	Payroll	Jenessa	10 - 12	Showing Payroll Process	Shadowing weekly collection of time clock information, collections and recording of payroll forms (w-4's, address changes ...), and bi-weekly processing of payroll and transmission of direct deposit file
Week #6	Fixed Assets	Amber	10 - 12	Setting up Assets	Including additions to the current fixed asset system, running depreciation entry monthly and posting to the general ledger, disposing and selling of assets, etc.
Week #7	Treasury	Tracy	10 - 12	Shadow Sweeps and Forecast	Including processing sweeps from retail locations, reconciling cash to daily sales, reconciling credit card receivables, and daily cash forecasting, etc.
Week #8	General Ledger	John R.	10 - 12	Preparing Manual J/E's	Preparing standard journal entries for 1-2 retail locations completely (including paid-outs, paid-ins, NSF checks, Over/Short, ...)
Week #9	General Ledger	John R.	10 - 12	Reviewing G/L Accounts	Reviewing preliminary financial results and drilling down on accounts to troubleshoot various issues with accounts
Week #10	Financial Reporting	Josh	10 - 12	Produce Prelim. F/S	Running preliminary financial statements for the retail locations for review and audit, posting retail financial statements to intranet and run multiple "dashboard" reports for Regional Manager review, etc..
Week #11	Financial Reporting	Josh	10 - 12	Analytical Review	Analytical review of Preliminary results and trouble shoot various line items on the financial statements and evaluate.
Week #12	Accounts Recv.	Darryl	10 - 12	Post Payments to A/R	Customer payment processing and application, customer tax and other manual adjustments, invoice and credit statement processing, etc.

Additionally: Integrated in a few Team Meetings to observe how meetings are run and content.

### Benefits for Student:

1. Distinguished recognition as a McCoy Building Supply Intern.
2. Extensive "Real Work" experience.
3. Legacy Leadership training in self-awareness, conflict resolution, team building and **Exceptional Customer Experience**.
4. Mentoring relationships and networking.
5. Team building experiences and templates.
6. Exposure to a family owned business doing "Business as Unusual".
7. Program can be tailored to the students' work interests.

**Compensation:** Ten dollars per hour.

**To Apply:** Go to [mccoys.com/careers](http://mccoys.com/careers), click on CURRENT JOB POSTINGS and select the Title "Texas State Legacy Leadership Internship"