Intern – Accounting Services Department

About Ketel Thorstenson, LLP
Ketel Thorstenson, LLP (KTLLP) is the largest accounting firm in western South Dakota, built on solid values and principles. In service since 1936, KTLLP has 17 partners and a staff of over 100 with over 50 certified public accountants and enrolled agents. What separates KTLLP from other firms is our ability to advise our clients beyond their traditional accounting needs and our hands-on approach to providing services in a fun environment. KTLLP is headquartered in Rapid City, SD with additional offices in Spearfish and Custer, SD and Williston, ND.

About Rapid City
Rapid City, SD is the gateway to over 1.3 million acres of Black Hills National Forest; a land of wonderment, pristine forests, iconic monuments and parks, and a rich history. Rapid City is minutes from outdoor adventures, but still offers the comfort of city living, including unique dining, shopping, art galleries, and museums. It is the second largest city in South Dakota with a population of approximately 70,000 (130,000 including the surrounding areas). The Black Hills area, including Rapid City, offers an average commute time of 15 minutes, a low cost of living, 32 parks, and 9 golf courses. It has been ranked number 9 on Forbes Best Small Places for Business and Careers.

About the Position
This position provides the opportunity to perform a variety of diversified accounting assignments. Typically internships are from January through mid-March or June through August. The timeframe will ensure that there is enough work throughout the internship and allow interns to work with clients. Interns will be assigned a mentor who will assist them from their early days at the firm and throughout their internship and serve as a contact should the intern be asked to return for a full-time position.

Responsibilities
The intern’s responsibilities include, but are not limited to:

- Payroll preparation including submission of payroll taxes
- Preparation of quarterly payroll reports
- Accounts Payable
- Sales tax preparation
- Preparation of bank reconciliations
- Overview of engagement letters and accountant’s compilation reports
- Drafting financial statements under the firm’s prescribed format
- Preparation of various excel spreadsheets
- Work with various accounting software such as QuickBooks, Peachtree, Creative Solutions Accounting to perform the above tasks

Requirements
To be considered for the internship, candidates must:

- Pursuing an Associate’s or Bachelor’s degree in Accounting a GPA of at least 3.0
- Ability to demonstrate the following:
  - Professionalism
  - Ethical conduct
  - Critical thinking and problem solving skills
  - Organizational skills
  - Prioritizing and multi-tasking skills
  - Ability to work in a team and independently
- Willingness to put forth the effort needed to meet compliance and Firm deadlines, as well as meet client expectations

To apply
Interested candidates may apply by submitting a cover letter, resume, and unofficial transcripts to campusrecruiting@ktllp.com.