



## **HIGH SCHOOL INTERNSHIP 2024; MOKENA, ILLINOIS**

**Location: Mokena, Illinois**  
**Stipend: PAID**  
**Program Dates: 8 weeks from late June to August 2024**  
**Application deadline: May 31, 2024**  
**Eligibility: High School students between 16-18 years of age**

If you are curious about a career in business or accounting – this is the opportunity for you!

Spend eight weeks this summer as a paid High School Intern at Ragland, Arnold, Buchanan, Morris & Associates, LLC Accounting Firm in Mokena, Illinois where you will be getting hands-on experience in the professional services and accounting world!

Learn about what it's like to create opportunities for clients, people, and in our communities through a career in accounting. Experience the fulfillment that comes with developing new skills, discovering new strengths, and putting them to work in ways that help organizations achieve their goals and dreams.

1911 Initiative is dedicated to building a culture that welcomes different beliefs and perspectives.

We hope you're inspired to pursue a career in this extraordinary profession. If not, we are confident you'll have gained notable experiences and exposure to a range of professions and client industries that you'll carry forward into whatever career you choose.

Join us as a high school intern by applying online at [www.1911initiative.org/intershops](http://www.1911initiative.org/intershops)

### **PRIMARY RESPONSIBILITIES**

- Learn about the professional services and accounting industry and the work we do.
- Experience an interactive case study, serving clients in a variety of services and industries.
- Shadow professionals at different levels in their work serving clients and making an impact in the community. These opportunities may include sitting in on either external or internal meetings, client site visits, participating in the day in the life at Ragland, Arnold, Buchanan, Morris & Associates, LLC.
- Contribute to assigned projects and may assist with the development and maintenance of documentation or records.

### **MINIMUM REQUIREMENTS**

- Must be 16 years of age or older at the start of the internship.
- Currently enrolled in high school with a junior or senior status.
- Exhibit curiosity about the accounting industry.
- Strong verbal/written communication and interpersonal skills.
- Willingness to learn new technologies.
- Proficient with Microsoft Office products.
- Ability to travel to the assigned local office and possibly external locations for client visits and/or community impact experiences.
- Must be available between June 17th and August 12th, three (3) days per week (TBD) 9 am to 4 pm daily, with limited conflicts. The only exception being July 1-July 5, interns will be off the entire week.

Equal Opportunity Employer /AA Employer/Minorities/Women/Protected Veterans/Individuals with Disabilities.

In association with:

- 1911 Initiative
- Ragland, Arnold, Buchanan, Morris & Associates, LLC.
- Michael Patrick State Farm Insurance
- Krimson Technology Group
- AGB Foundation
- CJP Appraisal Services, LLC