

The company that I was interning for this summer was Donald Button CPA.

Donald Button CPA is a small business accounting firm located in Greensboro, North Carolina. This is a small accounting firm, only having four full time employees. My responsibilities as an intern included assisting the full time employees with their daily tasks and data entry.

During this internship, I spent a lot of time working with other employees in the business and developed relationships with them. This helped me to improve on my communication skills and not be afraid to voice it when I don't fully understand something or have a question. For the eight weeks that I was working with this accounting firm, I spent two weeks working with each of its members.

For the first two weeks, I assisted in an audit and learned the importance of checking all financial records for discrepancies to make sure no criminal activity is going on. I also learned the importance that accuracy plays in this business, as an inaccurate result can lead to a false accusation, which in effect could lead to the loss of a client.

For the next two weeks, I worked with a different employee entering payroll information, printing off checks, and mailing them to the clients. This task was very time oriented, as it was important to have all of the data received by the client entered into the software by the appropriate date so as to allow all of the employees of the client to receive their checks on time. This also showed me the importance of communication with the client as reaching out to them to ensure that all of their time for the pay period has been sent in is crucial to them receiving their checks on time.

Over the course of the next two weeks I learned how all of the financial data brought in by clients gets scanned into the software system, as this was a paperless accounting firm. All of this data was then transported to the portal system that gave the client access to view all of the pertinent financial data for their company. The main thing I learned from this was the importance of communicating with clients to receive all of the information necessary to complete their desired service.

For the final two weeks of the internship I worked with the owner of the firm, mainly going through client financials and learning when it is necessary to contact a client to meet to review their financials. I sat through some of these meetings to gain better knowledge of the happenings behind closed doors of a business meeting and got a better feel of what the business is actually all about.

The main way I contributed to the further success of Donald Button CPA was by taking on some of the work that is usually assigned to one person who is specialized in that area. By taking on a portion of the work meant for one person to handle, that employee can get through their tasks more quickly, becoming more efficient and getting more done each day that I was working with whomever. Also, having someone explain to me how an operation works requires that they do so with precision and lead to that employee reducing errors in their work, eliminating time spent correcting those errors. This allowed the firm to be more effective every day and move on to tasks that would have otherwise been delayed.

This experience allowed me to learn about what is actually involved in the daily routine of a small business accountant and gave me a look first hand at what the life of one would entail. I learned many aspects of business and accounting that

were previously foreign to me and this will in turn broaden the thought process that I have in similar classes back at Sewanee.

This internship allowed me to narrow down my decision that I have to make soon on what I want to do for a career, so even if I had gotten nothing else from it, it was still a success. It also makes me more knowledgeable going forward about the workings of a business and accounting firm and will help me out if this is in fact the career path that I choose. Overall I would say that the whole experience was a successful one.