



Cass Technical High School Internship Opportunity

Company: Champion Foods

Department: Finance

Number of Positions: 1

Location: New Boston, MI

Start Date: June 26, 2017

End Date: August 30, 2017

Hours Required: 20-30/week

Responsibilities include, but are not limited to the following:

- Updating accounts payable/accounts receivable records
- Invoice matching
- Updating existing reports and metrics
- Filing of accounting paperwork
- Completing basic accounting assignments
- Participating in finance-related projects
- Assisting with fixed-asset tagging and documentation
- Additional administrative tasks assigned by manager

Eligibility/Requirements:

- Enrolled full-time at Cass Technical High School
- Entering Junior or Senior Year
- Must be at least 16 years of age
- Earned a minimum cumulative grade point average (GPA) of 3.0
- Eligible to work in the United States
- Available to work a minimum of 20 hours; maximum of 40 hour within a work week
- Must be working toward a diploma in business or related area
- Must be computer literate and able to handle a wide variety of tasks
- Must be familiar with Microsoft Office suite (Word, Excel)

How to Apply:

All interested students will be required to submit an email to ctinternship@ilitchholdings.com with the following information attached:

- Completed Application
- Resume
- Essay (1,500 words or less) answering: What are your career interests or goals and how do you think the Ilitch Companies Internship Program fits into your future plans?
- You can apply for up to (3) positions; indicate priority/level of interest for each