

# Internal Audit Assistance Intern

STEP Internship 2025

Location: Raleigh, NC  
Administration Division

## Project/Initiative Objective

Work closely with Internal Auditor Director to assist with audit related efforts

## Major Task to be Performed

Intern will work closely with the Internal Auditor Director and/or audit lead(s) to assist with audit related efforts including: DEQ education/training, internal audit functionality, engagements, research, analysis, etc.

Telework is negotiable, but ideally the candidate will be able to work at Green Square in downtown Raleigh.

## Desired KSAs (Knowledge, Skills & Abilities)

1. Pursuing a degree in Accounting, Economics, and/or Finance from an accredited college/university.
2. General accounting and business process knowledge.
3. Excellent communication skills, both written and verbal.
4. Strong proficiency in Microsoft Office, Power BI, SharePoint, Smartsheet, etc.
5. Experience in an office environment, and/or the ability to conduct themselves professionally within one.
6. Organized and attentive to detail.
7. Works well independently or in a team environment.
8. Understands the "big picture."

## Final Product or Outcome Anticipated

Produce/Deliver Training, Engagement Involvement/Completion, Audit Process Development/Improvement

## Travel Required

No