



United States Department of Agriculture

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AGRICULTURAL MARKETING SERVICE
DAIRY PROGRAM

MIDEAST MARKETING AREA
Federal Order No. 33

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Mideast Milk Marketing Area Auditor Intern

WHAT IS THE JOB? Auditor Intern

WHERE IS THE JOB LOCATED? Brunswick, Ohio & Wixom, Michigan – telework eligible

OPEN APPLICATION PERIOD: May 1 – May 30, 2021

INTERNSHIP DURATION: Full-time, duration not to exceed 1 year from appointment date

STARTING SALARY RANGE: MA 3 -10

DESCRIPTION OF ORGANIZATION? The Mideast Federal Milk Marketing Area is an affiliate agency of the United States Department of Agriculture and is one of 11 Federal Milk Marketing Orders across the U.S. The Mideast Order administers a milk pricing system that calculates and announces the applicable prices for milk that applies to both dairy farmers and plants processing dairy products regulated under the provisions of the Order. The Order operates a marketing services program to ensure the accurate weights and tests of producer milk. Additionally, the office audits the books and records of plants and/or dairy cooperatives to ensure compliance with pricing and reporting requirements.

WHAT ARE THE MAJOR DUTIES? The intern may expect to work and gain experience in the auditing department. Responsibilities may include but are not limited to assisting with verification of source documentation with a lead auditor, prepare work papers and related documentation that support audit findings and conclusions. Systematic examination and appraisal of production, sales, inventory, and financial records of dairy plant operations to determine the accuracy of reported data.

WHAT QUALIFICATIONS DO I NEED?

The applicant must be a recent graduate or currently enrolled to obtain a bachelor's degree in accounting, finance, mathematics, dairy or food science, or agricultural economics, with at least nine semester hours in accounting; or any other field with at least fifteen semester hours in accounting. Agricultural and dairy industry background is a plus but not needed for the position.

SPECIAL CONDITIONS AND REQUIREMENTS? Must be a U.S. Citizen. Occasional travel may be required. Per diem and mileage are paid for official travel.

This internship may be structured to work within parameters of college class schedules or specified internship time frames. Pay will be based on intermittent hours worked. A not-to-exceed appointment may be terminated by either party at any time during the one-year term. The successful applicant has the potential to be converted into a full-time position without having to re-apply for the position at the conclusion of the internship.

HOW TO APPLY? You must meet all qualification and application requirements as they relate to these duties and expectations by the closing date of the announcement. Applicants must submit a photocopy (original is NOT required) of your college transcript(s), and a detailed and comprehensive resume which fully identifies your qualifications and illustrates how your skills might be used to address the significant duties of the position. Please share how your specific knowledge, skills and abilities address the job summary, qualifications, and requirements outlined above. Applicants will be rated on the information provided. Applications which do not address these qualifications will not be considered.

You may address questions concerning the position, terms, etc. to the contact listed below.

Please submit all requested information by mail or email to:

Michele Crowe
Administrative Officer Human Resources
USDA-AMS-Mideast Milk Marketing Area
P.O. Box 5102
Brunswick, OH 44212

Email: mcrowe@fmmaclev.com

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