

SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

This will be 100% in-person.



Finance and Accounting Summer Intern

Organization Name: Costanzo's Bakery, Inc.

Location: 30 Innsbruck Drive, Buffalo, NY 14227

Website: costanzosbakery.com

Organization Description/Profile:

Costanzo's Bakery is a third-generation family owned commercial bakery in Western New York founded in 1933 by Angelo Costanzo. Costanzo's brand is a household name in Western New York but we are also known nationally for our unique artisan rolls and breads. The bakery now employs 175 employees operating two production lines to meet the needs of our local fresh customers and national food service customers.

Position Supervisor & Title: Heather Tooley, Human Resources Generalist

Internship Title: Finance and Accounting Summer Intern

Internship Overview:

Accounting interns will begin their project by spending time within the finance department working alongside the Accounting Associates and occasionally with the Accounting Manager. The assignment will conclude with time allocated to working in packaging, production and warehouse departments to gain an understanding of the full circle operational aspects of the company.

Minimum Requirements:

- Say Yes Buffalo scholar enrolled in college full time in good academic standing – must be a **rising junior or senior**.
- Accounting major is strongly preferred
- Knowledge of accounting functions and principals
- Strong attention to detail and highly developed analytical skills
- Solid verbal, written and telephone skills
- Ability to work independently and exercise good judgment

Internship Learning Objectives:

- Develop strong knowledge basis and familiarity with specific accounting procedures involved in a corporate environment
- Increase analytical and troubleshooting skills



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- Gain experience with the processes and background of financial accounting decisions
- Leadership skills: self-management, problem solving and integrity

Duration of employment:

Interns will work 40 hours per week in the summer of 2021. The schedule and duration of the position will be flexible beginning late May. Interns will have a **minimum** requirement of **150 hours** during the duration of the internship.

Compensation:

The position pays \$12.50 to \$15.00 per hour.

NOTE: Any determination regarding academic credit will be made by the intern's academic department.

Accommodations:

Costanzo's is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

To apply:

Submit cover letter & resume to info@sayyestoyourcareer.org.

If necessary, Say Yes staff may send you suggestions before we send your cover letter and/or resume to the employer(s). In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

Applications will be reviewed for edits up until two days prior to the deadline.

By applying to this internship, you are agreeing to the application agreement which can be found beneath the internship postings on our website.

Once your materials are approved, send your resume and cover letter to:
htooley@costanzos.com

Deadline:

Applications will be accepted on a rolling basis, but it is suggested the applications get sent in ASAP as they are already reviewing resumes for this position.

Interviews:

There is no confirmation on when the interviews will be held at this time.

Please note:

Internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you directly.

This internship is posted on other recruitment platforms. If you are interested we suggest that you apply ASAP.