**Co-op Responsibilities**

Training Co-op will receive one on one weekly training with the AP Supervisor to learn how to use required software such as PeopleSoft, Approvelt, Unanet, and Markit, and also learn how to build voucher packages, run pay cycle, process invoice, audit expense reports, etc. All learning materials are shared in OneNote, and the job expectations are clearly explained during the first week of the Co-op. Team members will also share their knowledge of Private equity industry during the training; they are also willing to help out with any

question/problem face during the six months.

Company Culture The company culture at Advent is professional while welcoming. Everyone in the Management Company works really hard in their area of responsibility, but they are also easy to talk to and always willing to answer any question you have. Dress code is more on the casual side of business causal. The company holds weekly Friday lunch and various celebration events to appreciate employees’ hard work. Company respects Co-ops as full-time employees and assigned them with the similar amount of responsibilities as full-

time members.

Skills Required ● Detailed orientation skills

● Time management skills ● Prioritization skills ● Communication skills ● Basic background in Accounting ● Strong work ethic

● Willingness to take ownership of work ● Multi-tasking skills

Skills Developed ● Technical skills (PeopleSoft, Approvelt, Markit, Unanet)

● Thorough understanding of Accounts Payable Posistion ● Knowledge of Private equity industry

Role of Innovation AP team is always looking for ways to improve their work efficiency regarding of reduce the amount of aging invoices that show in the daily inflight reports. This year, AP implements the straight line approval policy regarding of all supplies and catering invoices and also implements the new invoice processing system called Concur. The team is always respected any new idea that is brought up by Co-op

and credits them with the innovative idea. Personal development

I learned a lot during my first Co-op because I not only improved the skills that I already have, but also I gained new technical skills and knowledge that I never learned before. This Co-op provided me with the opportunities to fully experience the Accounts Payable role and made me realize that I need a more accounting related position to gain more experience in Accounting world so that I can make a better decision in the future when I need to choose my career path.