**Company Culture**

From Advent’s humble beginnings through its expansive growth with recent acquisitions that “small company feeling” has not changed. Within their Boston office the company has about 200 employees not including those who telecommute on a regular basis. Each department is broken up into teams, hence making the co-op position richer through increased learning processes.

**Co-op Duties & Responsibilities**

* Support the coordination of the receipt of new invoice submissions, which includes reviewing the submissions for completeness and acceptability, logging into the ApproveIt system, and preparing the submission for review by management
* Build voucher packages for invoices over certain monetary thresholds for additional verification
* Provide customer service to EA’s and outside vendors by handling phone requests for general instructions and duties within authority level
* Compile and summarize pertinent data onto Excel worksheets for future analysis
* Assist in gathering policy and procedural information and other administrative duties as required

Accounts Payable Associate Co-op: Boston, MA Department: Management Company July – December 2016

Sean Burgins – BSBA 2017 (Previous Co-op: Coverys) Concentrations: Finance, Supply Chain Operations Mgt.

**Required Skills**

**Innovation**

* Possess a high level of attentiveness to detail
* General level of interest in the private equity  industry is a plus
* Strong analytical skills (e.g., accounting principles)
* Ability to work efficiently both independently and  within teams for group projects
* Knowledgeable in the use of Microsoft Office tools  and applications  **Skills gained through co-op experience**
* Gain proficiency in the use of proprietary systems and databases (i.e. ApproveIt, PeopleSoft, Unanet)
* Valuable knowledge of accounting GL-codes based on classification of different kinds of vendor services
* Ability to apply classroom analytical skills to real-  world business situations
* Improvement in time management when working  under a deadline  **Additional Opportunities**  Advent provides tuition reimbursement programs for full- time personnel who desire to advance their educational background. Also, training by management affords greater understanding of more complex rules/regulations. Great for eager, ambitious minds!

Advent has employed the use of risk management services through evaluating individual practices and providing consultations, often resulting in a reduction in business losses due to poor investments. Additionally, online courses are offered for deal team personnel to take which upon completion provide greater understanding of the industry and allow for smarter decision-making during acquisitions.

**Training Services**

Due to the unique nature of the co-op, Advent has a training specialist who will teach the basics of the Accounts Payable department and how to utilize those programs used in building voucher packages for payment. Expectations are high and this can be readily seen in the level of work performed by the other full-time employees. Whenever questions regarding the appropriate steps to take arise, and they inevitably will, the more experienced AP staff and management are always willing to assist.

**Personal Development**

This co-op allowed for a better understanding of how various accounts are applied to vendor classification as it pertains to private equity operations. Goal for future job experience is to pursue a role within either the financial or supply chain operations management industries.