

# Intern - Travel and Expense, Summer 2026

## 工作职责

### HOW YOU WILL MAKE AN IMPACT

The Travel and Expense Associate (Summer) supports the accurate and compliant processing of employee expense reports and corporate credit card activity for Continental Tires. This role plays an important part in maintaining financial integrity by auditing transactions, managing credit card accounts, and assisting with process improvement initiatives. The position offers exposure to cross-functional collaboration and finance operations within a fast-paced corporate environment.

- Perform post-audit reviews of employee expense reports and corporate card transactions to ensure compliance with company policies, identify discrepancies, and mitigate financial and audit risks.
- Manage corporate credit card lifecycle activities, including closing inactive or terminated employee accounts, and monitoring card usage
- Process credit card refund checks by reconciling returned funds and ensuring accurate posting,
- Contribute to process improvement initiatives by identifying inefficiencies, recommending enhancements, and supporting automation or system optimization efforts.
- Collaborate with cross-functional teams such as Finance, HR, and Audit to ensure compliance, resolve discrepancies, and support internal or external audit activities.
- Assist with special projects and ad hoc tasks, as assigned by Management, including support for audits, process improvements and other special projects.

## 职位要求

### WHAT YOU BRING TO THE ROLE

- Must be currently enrolled in an accredited college or university
- Student working towards a Bachelor's or Master's Degree in Finance, Accounting, Business, or related field
- Able to work a minimum of 20 hours per week during normal business hours (Mon-Fri)
- Must have and maintain a minimum GPA of a 2.8 or higher
- Able to come onsite to our Fairlawn, OH HQs 3 days/week
- Strong attention to detail with the ability to review and analyze financial data accurately
- Strong communication skills, with the ability to collaborate effectively across teams
- Proficiency in Microsoft Office, particularly Excel and PowerPoint
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment
- Collaborative, eager to learn, and demonstrates a positive attitude toward work and continuous improvement



职位号码

**REF97338U**

工作职能

审计

所在地

费尔劳恩

工作场所灵活度

现场办公

法律实体名称

**Continental Tire the Americas,  
LLC**

- Basic understanding of financial or expense processes is a plus

我们可以提供

**EEO-Statement:**

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

关于我们

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 78,000 people in 54 countries and markets.

Tire solutions from the Tires group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2025, the Tires group sector generated sales of 13.8 billion euros. Continental's tire division employs more than 56,000 people worldwide and has 19 production and 16 development sites.