

**ANALISIS PROSES ADMINISTRASI KEUANGAN DAN PERAN
MAHASISWA MAGANG DI PT PERHUTANI DIVRE JAWA TIMUR KPH
LAWU DS**

Nama: Rainaldi Pratama Hartawan

Jurusan/Program Studi: Ekonomi Pembangunan

Pembimbing I: Aluisius Hery Pratono, S.E., MDM, Ph. D

Pembimbing II: Dr. Sugeng Hariadi

ABSTRAK

Program Merdeka Belajar Kampus Merdeka (MBKM) memberikan kesempatan kepada mahasiswa untuk mendapatkan pengalaman dunia kerja secara langsung melalui kegiatan magang di instansi mitra. Laporan ini disusun berdasarkan pelaksanaan magang selama tiga bulan di PT Perhutani Divre Jawa Timur KPH Lawu DS, khususnya pada bagian Administrasi dan Keuangan. Tujuan dari kegiatan ini adalah untuk mengasah kemampuan teknis mahasiswa dalam bidang administrasi, akuntansi dasar, pengelolaan arsip, serta pengolahan data keuangan, sekaligus membentuk sikap profesional dan etos kerja yang baik.

Selama 65 hari kerja efektif, mahasiswa berperan aktif dalam berbagai tugas, seperti pencatatan transaksi, verifikasi dokumen keuangan, penyusunan laporan anggaran, pengarsipan dokumen, serta penyusunan surat-surat administrasi. Metode pelaksanaan magang mencakup observasi langsung, praktik kerja harian, dan pendampingan staf lapangan. Temuan selama magang menunjukkan pentingnya ketelitian, konsistensi data, dan komunikasi antarbidang dalam menunjang efektivitas kinerja instansi.

Kata Kunci: MBKM, Magang, Administrasi, Keuangan, Perhutani, KPH Lawu DS, Pengarsipan, Laporan Keuangan, Etos Kerja

ANALYSIS OF FINANCIAL ADMINISTRATION PROCESS AND THE ROLE OF STUDENT INTERNSHIP AT PT PERHUTANI DIVRE EAST JAVA KPH LAWU DS

Name: Rainaldi Pratama Hartawan

Department/Study Program: Ekonomi Pembangunan

Advisor I: Aluisius Hery Pratono, S.E., MDM, Ph. D

Advisor II: Dr. Sugeng Hariadi

ABSTRACT

The Independent Learning Campus (MBKM) program provides students with the opportunity to gain hands-on work experience through internships at partner institutions. This report is based on a three-month internship at PT Perhutani, East Java Regional Division, Lawu DS Forest Management Unit (KPH Lawu DS), specifically in the Administration and Finance division. The objective of this activity was to hone students' technical skills in administration, basic accounting, archive management, and financial data processing, while also fostering a professional attitude and strong work ethic.

During the 65-day workweek, students actively participated in various tasks, such as recording transactions, verifying financial documents, preparing budget reports, archiving documents, and preparing administrative documents. The internship method included direct observation, daily work practice, and mentoring field staff. Findings during the internship demonstrated the importance of accuracy, data consistency, and interdisciplinary communication in supporting effective agency performance.

Key Word: MBKM, Magang, Administrasi, Keuangan, Perhutani, KPH Lawu DS, Pengarsipan, Laporan Keuangan, Etos Kerja