

## Finance Intern

This position performs a variety of financial tasks related to budgeting and forecasting and management and third-party reporting. Work involves reviewing and creating reports which may include some reconciliation, creating of policy documents, tie out of budget and update of data into the budgeting application.

### Responsibilities:

- Assist with ad hoc projects, including process documentation and updates, as assigned.
- Assisting with financial reporting, as assigned.
- Assisting with reconciliations, financial planning and analysis, and forecasting.
- Create budgets and supporting documentation, as assigned.
- Prepare and gather information related to audit requests stemming from external auditors, as required.
- Will be required to complete a special project, to be determined by the department
- Perform other duties as assigned.

### Experience:

As a prerequisite, the successful candidate must believe in the core values and mission of the organization. The ideal candidate will demonstrate the following experience, skills, and personal attributes:

- Pursuing BS/BA degree in Accounting or Finance.
- Excellent oral, written, and communication/presentation skills and analytical skills.
- An interest in the government sector.
- Strong attention to detail; organizational skills and ability to multi-task
- Experience with Microsoft Office Suite; Demonstrated proficiency with MS Excel required.

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=419728&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=419728&source=CC2&lang=en_US)

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