

Job Title: Accounting Intern

Our Company:

Yale University is a private, not-for-profit institution of higher education located in New Haven, Connecticut.

The Position:

Yale University Controller's office, located in New Haven, Connecticut, is offering a paid student internship for the summer. The internship program will provide the student with relevant skills in a variety of accounting functions via on-the-job training. The position reports to the Chart of Accounts Analyst and will assist the Chart of Accounts and General Accounting teams with various ongoing projects and the year end close.

Responsibilities may include:

- Participate with chart of accounts quality assurance work – COA segments
- Participate with general accounting quality assurance work – financial transactions and balances
- Review of suspense account balances prior to year-end close and communicate to departments
- Assist with final FY19 COA segment closeout process
- Assist with monthly creation of Book-to-Bank Reconciliation workbooks
- Prepare chart of accounts website COA segment files and Workday location load spreadsheets
- Complete special projects as needed and other duties assigned

Requirements:

- Must be actively enrolled in an undergraduate program at an accredited College or University, with a major in Accounting or a related business field. Junior or Senior level preferred, with current GPA of 3.0 or above.
- Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment.
- A high level of integrity, accuracy, dependability, enthusiasm, and confidentiality.
- Experienced and/or proficient in Microsoft Office applications (Excel, Word, and PowerPoint).
- Must be authorized to work in the U.S. without Visa sponsorship.

Time Commitment:

- Hours of operation are 8:30am- 5:30pm Monday thru Friday

Benefits:

- Participate in professional work environment
- Build resume and explore career options
- Apply skills and knowledge to the workplace
- Academic credit may be available to qualifying students who receive approval of their university