

Yale Finance Summer Internship – Job Description

Our Company:

Yale University is a private, not-for-profit institution of higher education located in New Haven, Connecticut. Our office adheres to the mission statement of Yale and upholds Yale's vision of premier research and teaching. Yale's mission is "to advance, disseminate, and preserve knowledge".

Finance Teams:

Yale University Finance department is primarily located in New Haven, Connecticut, although we are mostly working from home since the pandemic. This offering for a paid student internship for the summer might be remotely done or in the office. The internship program will provide the student with relevant skills in a variety of functions via on-the-job training, building their resume and explore career options.

Controller's Office: There are multiple positions within this team assisting in the Capital Asset Accounting, General Accounting, Internal Financial reporting, Compliance and Policy Services working on various ongoing projects. Responsibilities may include:

- Participate with financial compliance monitoring work, including ISP compliance
- Participate with internal control reviews and objectives
- Participate with policy and procedure tasks and updates
- Complete special projects as needed and other duties assigned
- Assist with the internal reporting improvement project team – testing reports for accuracy and consistency
- Analyze statistics of use of reports to help identify critical accounting reports
- Evaluate reports for consistency with reporting principles
- QA on financial reports in development
- Provide support for the quarterly close process
- 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

Financial Planning & Analysis: Develops and links the strategy of the University and its schools and departments to its long-range and annual operating plans while providing meaningful financial information, analysis and recommendations to decision-makers including the Yale Corporation, the President, Provost, VP of Finance & Business Operations, and other key administrators. Our role is to provide accurate, timely, high-quality financial analysis and advice to decision-makers at Yale. Responsibilities may include:

- Financial modeling, forecasting, analysis, reporting, methods and systems
- Strategic department resource
- Compliance and risk management

Financial Systems & Solutions: The Division of Finance uses a variety of tools, technologies, and systems to facilitate its operations and decision-making. These include but are not limited to accounting systems, budgeting systems, reporting tools and data extracts. In addition to supporting these tools on behalf of Finance, the FSS group provides guidance and support to financial staff in leveraging the use of technology in support of their work. Responsibilities may include:

- Enter and upload data into financial systems
- Assist the business analysts in testing new features and configurations of business systems
- Assist business analysts in the collection and documentation of business requirements for new features, tools and systems
- Review reports and data for accuracy and quality; create excel templates, and use reporting tools to extract data

Finance Operations: This department comprised of a number of functions that provide core Finance services both internally to other Finance units and to the larger campus community. Responsibilities may include:

- Assist with client requests and finance related questions
- Support projects that impact all of finance
- Cross-utilization opportunities to support VP Finance

Procurement: To provide general support to the Procurement group. Responsibilities may include:

- Basic administrative and data entry services to Sourcing Managers, Director and CPO
- Appropriate level of interaction with suppliers in terms of business reviews and follow-up
- Internet research for new suppliers, a specific good or price reasonableness
- Analyzing RFP data through the creation of spreadsheets
- Communicating between departments and suppliers

Requirements:

- Must be actively enrolled in an undergraduate program at an accredited College or University, related business field.
- 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).
- Ability to work well both independently and in team settings

