

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 Financial Compliance Analyst and will assist the Compliance and Financial Reporting teams with various ongoing projects and data analysis.

Responsibilities may include:

- Assist with financial compliance monitoring work
- Assist with communication to University business offices related to internal control reviews and data analysis
- Assist with coordination and compilation of year-end compliance documentation
- Participate with financial reporting tasks, as needed.
- 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- 5:00pm 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