Intern Title: Reconciliation Analyst Intern  
Status: Non-exempt

Job Summary
The internship will teach you the basic business skills that will prepare you for the future.

Duties and Responsibilities
- Assist with the preparation of Financial Statements, and CAFR package.
- Assist in the review of the University’s accounts receivable program to identify and recommend modifications or enhancements.
- Research, analyze, and make recommendations to modify, update and maintain the financial reporting system requiring the application of accounting theory and principles.
- Analyze transactions to facilitate the identification of errors/irregularities and follow up on items identified to determine the propriety of transactions.
- Assist with the preparation of desk procedures to standardize work flow.

Essential skills required
- Ability to carry out instructions quickly and accurately
- Currently enrolled at Virginia State University
- GPA of 3.0 or above
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:
- Director of Risk Management and Executive Reporting
- Financial Reporting Manager