Financial Analyst Intern

About the UT System
Established by the Texas Constitution in 1876, The University of Texas System includes eight academic and six health institutions. The University of Texas System Administration is based in Austin and is responsible for the central management and coordination of the 14 UT institutions.

About the Office of the Controller
The Office of the Controller provides leadership in the development of business and financial services, timely and accurate information reporting and protection of people, property and assets essential for The University of Texas System to pursue its mission of teaching, research, and patient care. We do this with the best interest of the University and the citizens of the State of Texas in mind.

About the Internship
The University of Texas System Internship (UTSI) is a paid 10-week program that dovetails project-based work experience with a robust professional development program, mentoring and opportunities for self-reflection.

More Information

Program Goals
- Contribute to UT student career development & success through real work experience
- Develop collaboration skills for a diverse, multi-generational workforce
- Offer hands-on experience in the student’s field/function of study
- Provide a safe learning environment for professional development

Learning Objectives
Students will have the opportunity to develop their skills in (1) public speaking, (2) business writing, (3) interpersonal communication & emotional intelligence, (4) project management, (5) networking, (6) media relations and (7) financial analysis as well as (8) enhance their understanding of the field of higher education.

Position Description
The University of Texas System Administration, Office of the Controller, is seeking a Financial Analyst Intern to assist the Financial Shared Services (FSS) Office with Accounts Payable Invoicing, Reporting and Payments and Payroll. The Financial Analyst intern will assist with the development of Standard Operating Procedures for the functional areas in
the Financial Shared Services (FSS) Office. In addition, the Intern will gain experience preparing analyses of accounts and producing monthly reports, input invoice records into the computer system, and learn information regarding account reconciliation.

**Qualifications**
- Currently enrolled as a rising junior or senior undergraduate student for fall 2021 at one of the [14 UT System institutions](#)
- Business background

**Knowledge, Skills & Abilities**
- Accounting or Finance knowledge
- Excellent written and verbal communication skills
- Ability to work independently
- Able to multitask

**Working Conditions**
Work is performed in an office environment or remotely. If remote, intern must provide personal computer and WiFi.

**How to Apply**
Apply online at: [https://utsystemck.az1.qualtrics.com/jfe/form/SV_ey3y8IdObeoUPTn](https://utsystemck.az1.qualtrics.com/jfe/form/SV_ey3y8IdObeoUPTn)

**Additional Information**
This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

**Equal Opportunity/Affirmative Action**
The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the [Office of Human Resources](#).

Please direct questions to the [Office of Human Resources](#).