Financial Analyst Intern, Office of the Controller

<table>
<thead>
<tr>
<th>Department</th>
<th>Office of the Controller</th>
<th>Location</th>
<th>210 W. 7th St., Austin, TX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation</td>
<td>$15/hour</td>
<td>Hours per Week</td>
<td>19-40 (TBD)</td>
</tr>
<tr>
<td>Housing</td>
<td>Interns are responsible for their own housing</td>
<td>Orientation Date</td>
<td>May 26, 2020</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>March 25, 2020</td>
<td>Start Date</td>
<td>May 27, 2020</td>
</tr>
<tr>
<td>Apply Online</td>
<td>UT System Internship Application</td>
<td>End Date</td>
<td>August 7, 2020</td>
</tr>
<tr>
<td>Required for Application</td>
<td>Resume, Letter of Interest, 2 References</td>
<td>No. of Openings</td>
<td>1</td>
</tr>
</tbody>
</table>

About UT System:
Established by the Texas Constitution in 1876, The University of Texas System consists of fourteen institutions. The University of Texas System Administration (based in Austin, Texas) is one of the nation’s largest systems of higher education.

About the Department:
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 is designed for rising Sophomores, Juniors and Seniors enrolled in UT System institutions. It is a paid, 11-week program that provides hands-on work experience in a professional setting for students exploring career options. The summer intern cohort (10-15 interns) will take part in a robust professional development curriculum, mentoring and regular feedback from supervisors to facilitate professional growth.

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

More Information
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 and (6) financial analysis as well as (7) 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 Office with Accounts Payable Invoicing, Reporting and Payments. The Financial Analyst intern will gain experience preparing analyses of accounts and producing monthly reports. In addition, the intern will input invoice records into the computer system and learn information regarding account reconciliation.

Qualifications:
Interested students should meet the following criteria:
• Currently enrolled in an undergraduate program at one of the 14 University of Texas institutions
• Rising junior, junior, rising senior or senior
• Business background

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

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

Working Conditions:
Work is performed in an office environment. Uses personal computer and other standard office equipment.

How to Apply:
Apply online at: https://utsystemck.az1.qualtrics.com/jfe/form/SV_4OUvodDysoB7Ftj