

## Internship Position Description

<b>Position Number: 4</b>
<b>Position Title: Finance Department Internship - EEA</b>
<b>Location/Address: Boston – 100 Cambridge Street, Boston MA and Remotely</b>
<b>Duration: June 5 – August 18, 2023</b>

### **Brief Description of Internship Position:**

The Executive Office of Energy and Environmental Affairs (EOEEA) is offering an exciting opportunity to gain exposure to numerous facets of daily operations of state finance, including but not limited to

- State Finance overview: funding types and the legislative budget cycle
- Increased Federal Funds opportunities and tracking
- Exploring the Grant process from a financial perspective. Highlight on: Food Security Infrastructure
- Financial life cycle of a telecom invoice
- IT billing and invoice payment processing
- Office management 101 in a hybrid work environment: scanning, sorting, and communicating to a remote team on site.
- Cross-internship program with another EEA agency
- State House Tour

### **Description of Duties and Responsibilities:**

Intern shall be available on Tuesdays for in-person knowledge at 100 Cambridge, where small tasks can be explained and delegated. The selected candidate will participate in bill paying, clerical, and operational duties, taking over select tasks for the duration of the internship. On remote days, the intern will become familiar with the IT invoicing process. Intern will handle data-entry as requested from the team. Intern may be asked to review transactions in the State's accounting system or from associated reports.

### **Preferred Knowledge and Skills:**

Completion or progress toward a undergraduate degree in a relevant field, such as Finance, Accounting, or Public Policy. Preferred candidates should possess basic spreadsheet data entry and navigation skills. Familiarity with Microsoft Office products is a plus. Successful candidates will be open to learning new subjects and will think strategically about how to apply new skills to advancing State priorities and initiatives.

**Hours per week:** 10-20 hours