



Unpaid Internship Position

Position Number: 12
Position Title: Finance Office
Location/Address: 100 Cambridge Street - Hybrid
Duration: June 3 – August 16, 2024

Brief Description of Internship Position:

The Executive Office of Energy and Environmental Affairs (EEA) Finance Team is responsible for oversight of executive office environment, energy, climate, and environmental justice budgets as well as coordination with finance teams of the six energy and environmental affairs agencies. The Finance Internship offers an exciting opportunity to contribute to state financial management from the perspective of energy and environmental affairs policy.

Description of Duties and Responsibilities:

This internship opportunity will provide exposure to:

- State Finance overview, including operating, capital, trust, and federal sources
- Legislative budget cycle, including tracking and coordination of the fiscal year (FY) 2025 operating budget
- Federal funding finance tracking, coordination on grant funding applications
- Accounting, including billing, invoice payment processing, IT invoicing, transaction review, report development and review, and data entry
- Development of presentation materials for leadership, relating to budget and program financial management
- Special projects related to financial management of environment, energy, climate, and environmental justice policies

Intern should be available in-person on Tuesdays at 100 Cambridge St, Boston MA, and remote the remainder of the internship hours. Schedule to be negotiated upon candidate selection.

Preferred Knowledge and Skills:

Completion or progress toward an 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. Please specify preferences in application.