



Job Title: Finance Intern
Reports to: Associate Director of Finance

FLSA STATUS: Non- Exempt, \$18.00/hour
Department: Finance

The Finance intern will support a wide range of accounting and analytical activities relating to the general ledger and accounting system, as well as provide financial process information to a variety of departments. S/he will be familiarized with the most dynamic and far-reaching healthcare transformation in decades as well as learn how to work in a professional environment. **This is a full-time hybrid internship role running from June 3, 2025 through August 13, 2025.**

As a summer intern, you will be an integral part of a collaborative project that brings together diverse talents and perspectives. Throughout your internship, you will work alongside fellow interns and team members, participating in regular meetings to discuss progress and share ideas. You will also have the opportunity to present your project to the Senior Leadership Team at the end of the summer, showcasing your contributions and insights. Additionally, you will be paired with an internal mentor who will provide guidance and support throughout your internship, helping you develop valuable skills and gain meaningful experience in a professional setting.

What You Will Learn:

- Month-end closeout process and general ledger account reconciliation.
- Financial statement and related report development, review and analysis.
- Development of internal controls sufficient to meet regulatory requirements such as Sarbanes-Oxley and compliance testing.
- Design and implementation of enterprise resource planning tool support.
- Finance and contract audit preparation and support.
- Procurement and accounts payable process improvement and support.
- Review and maintenance of Accounting Policy and Procedure Manual.
- Presentation of information to the Senior Leader Team
- Assist with special projects such as annual report creation, annual carrier assessment process, RFP analyses, etc.

What We Require:

- Must be actively enrolled in an undergraduate program at an accredited University, with a major in Accounting or Finance. Junior or senior level, with current GPA of 3.0 or above.
- Has completed one or more core Accounting classes and/or Accounting internships.
- Familiarity with the Affordable Care Act and the opportunities it presents for consumers in Connecticut is a plus.
- Well-rounded knowledge of financial statements and financial statement preparation.
- Excellent written and verbal communication skills, in a professional environment.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Proficient in Microsoft Office applications (specifically Excel and PowerPoint); Experience with NetSuite, a plus.
- Organized, with an ability to prioritize time-sensitive assignments.

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is a full-time hybrid role requiring two full days in-office (Tuesdays and Wednesdays). In office the noise level in the work environment is usually low. Can have fast-paced deadlines to meet. Requires no travel.