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# Example of Financial Analyst Intern Job Description

Our company is looking for a financial analyst intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for financial analyst intern

* Prepare SEC disclosures for the new revenue standard
* Contribute to the lease standard implementation (including data gathering, analysis, benchmarking)
* Responsible for the development of a set of reporting packages and performance metrics covering the global services portfolio
* Provide analytical support to evaluate and make recommendations to management regarding services financial data and reporting
* Identify opportunities to enhance service efficiency
* Perform monthly project reviews with Project Managers, Construction Directors, and Business Unit V.P.’s to review status of each project, analyze costs and cost accruals, prepare forecasts, adjust budgets, prepare final project analysis and closeouts
* Monitor and analyze project revenues and costs to ensure complete and accurate cost accumulation and revenue recognition
* Provide support during close and forecast process
* Develop tracking tools for areas of spend, including but not limited to headcount and equipment
* Support preparation of ad-hoc business segment analysis that will be required for site reviews

## Qualifications for financial analyst intern

* Applicants must be pursuing an Accounting or Finance degree at an accredited school and have completed 30 semester hours prior to the start of the internship
* Good communication skills, adaptable, flexible, self-driven and able to take initiatives
* Proficient with MS Office Tools, presentation skills
* Ability to perform in-depth analysis to generate actionable data
* Able to do SWOT analysis, gap-analysis and make recommendation to GBC organization on how to be efficient and more productive
* Pursuing Bachelor's Degree in Commerce, Finance, Business Administration or Accounting from Queen's University