



Example of Intern Planning Job Description

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Our company is growing rapidly and is looking for an intern planning. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for intern planning

- Work with team members on a process improvement project that will be expected to be completed over the course of the internship
- Support preparation of monthly financial information and presentations for senior management
- Under the advisement of FP&A team members, conduct review of long-term cash forecast process and reports to be used for strategic capital planning
- Assist FP&A team members in identifying opportunities to improve recurring reporting deliverables and develop ad-hoc reporting capabilities by leveraging the global reporting platform
- Provide assistance throughout quarterly earnings cycle by preparing reports and analyzing information in order to support key messages and takeaways from the quarter
- Partner with FP&A team members to further optimize, automate and enhance the end to end planning process, including current year planning
- Support the preparation of analysis, commentary, and presentation materials for department and property reviews including both financial results, business initiatives, customer behavior, slot machine operation and maintenance
- Analysis, development, and execution of various initiatives
- Process improvement through business needs identification, requirement information gathering, business problem definition, business process documentation
- Provide support by assisting with project administrative duties

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- SQL, Software Development/Scripting, and/or GIS Spatial skills/experience is a plus but not required
 - Schedule is Monday through Thursday from June 5th - August 10th
 - Must be in the process of completing a BS or MS degree from an accredited university in the field of Transportation Planning, Urban Planning, Environmental Planning, Engineering, or related degree within the next 18 months
 - Must be in process of completing within the next 18 months, a BS or MS from an ABET accredited university in the field of Planning
 - Must be in process of completing within the next 18 months, a BS or MS from an accredited university in the field of Planning or another relevant major
 - Bachelor's degree in accounting in progress