Finance & Data Analytics Intern

Department: Office of the Controller, Financial Shared Services
Institution: The University of Texas System Administration
Location: Remote or In-person at 210 W. 7th St., Austin, TX
No. of Openings: 1
Hours per Week: 35-40
Work Schedule: M-F, hours to be determined with supervisor
Compensation: $22/hour
Start Date: May 31, 2022
End Date: August 5, 2022
Housing: Interns are responsible for their own housing
Required for Application: Resume, Cover Letter
FLSA Status: Non-Exempt
Benefits Eligible: No

About UT System
Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and five health institutions. The University of Texas System Administration is based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions.

About The Office of the Controller
The Office of the Controller leads financial and management accounting activities that ensure strong stewardship of resources and the financial well-being of the 13 University of Texas institutions. Responsibilities include validating the integrity of data submitted, recorded, and reported to both internal and external customers. The Office of the Controller is responsible for quality accounting and financial shared services while operating in a culture of responsible stewardship and sound fiscal management of UT System resources.

About the Internship
The University of Texas System Internship (UTSI) is a paid 10-week program that dovetails project-based work experience with a robust professional development program, mentoring and opportunities for self-reflection.

More Information

Program Goals
- Contribute to UT student career development & success through real work experience
- Develop collaboration skills for a diverse, multi-generational workforce
- Offer hands-on experience in the student’s field/function of study
- Provide a safe learning environment for professional development

Learning Objectives
Students will have the opportunity to develop their skills in (1) public speaking, (2) business writing, (3) interpersonal communication & emotional intelligence, (4) project management, (5) networking and (6) financial analysis as well as enhance their understanding of the field of higher education.

Position Description
The University of Texas System Administration, Office of the Controller, is seeking a Financial Analyst Intern with business analytics skills to assist the Financial Shared Services (FSS) department with the development of a dashboard utilizing interactive visualizations and business intelligence capabilities in the areas of: Accounts Payable, Vendor Registration, accounts receivable, and payroll. In addition, the Intern will gain experience reviewing analyses and
identifying trends in each of these areas through the use of Power BI.

**Qualifications**
Interested students should meet the following criteria:
- Currently enrolled in a graduate program at one of the [13 University of Texas institutions](https://utsystemck.az1.qualtrics.com/jfe/form/SV_cuyCt12QmZDvAto)
- Business background

**Knowledge, Skills & Abilities**
- Accounting, Finance, and/or Data Analytics knowledge
- Excellent written and verbal communication skills
- Ability to work independently
- Able to multitask

**Working Conditions**
Work is performed in an office environment. Uses personal computer and other standard office equipment.

**How to Apply**
Apply online at: [https://utsystemck.az1.qualtrics.com/jfe/form/SV_cuyCt12QmZDvAto](https://utsystemck.az1.qualtrics.com/jfe/form/SV_cuyCt12QmZDvAto)

**Additional Information**
**Professional Development Program (PDP):** PDP sessions take place every Tuesday from 1-2:30PM CT. PDP sessions are **MANDATORY**. Students who will be taking classes or have other work/academic obligations at this time during the program dates should not apply.

This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

**Equal Opportunity/Affirmative Action**
The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the [Office of Human Resources](https://utsystemck.az1.qualtrics.com/jfe/form/SV_cuyCt12QmZDvAto).

Please direct questions to the [Office of Human Resources](https://utsystemck.az1.qualtrics.com/jfe/form/SV_cuyCt12QmZDvAto).