



Education Under Construction Consulting
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Job Title: Financial Analyst - Intern
Department: Business Operations

About Our Company

Education Under Construction Consulting (EUC²) is a new consulting firm in the education industry. EUC² is committed to partnering with stakeholders in the education system by enhancing workplace culture and diversity, and to inspire sound teaching practices through engaging in scholarly research. Our consulting firm offers a variety of services which include custom developed curriculum, training, impartial research development, and diversity awareness.

Salary

This is an unpaid internship

Term of Position

Fall Term

Reports To

The Financial Analyst intern will report to the Business Operations lead and frequent interactions with the CEO.

Job Overview

As a Financial Analyst intern your days will include analyzing the financial status of the company, collecting and monitoring, studying data. Making sure everything is accounted for and every document is backed up. Predicting and forecasting finances for the company and shaping strategic plans for the future. This will include working with marketing to discover financial trends and developing forecasting for revenue and expenses. Another large part of this position is working with the technical writers to put together budgets for grants that will be submitted.

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www.eucc.llc
www.EUC2Experience.org



Primary Responsibilities and Duties

- Forecast models for increase and decrease of expenditures and revenues
- Determines costs of operations by establishing standard costs and collecting operational data
- Maintains database by entering, verifying, and backing up data
- Protects operations by keeping financial information confidential
- Recommends actions by analyzing and interpreting data and making comparative analyses
- Studying proposed changes in method and materials
- Improves financial status by analyzing results and monitoring variances; identifying trends; recommending actions to management
- Maintaining current knowledge of new investments and any type of regulations or policies
- Creating budgets for grants that will be submitted
- Working closely with other marketing analysts & system analysts, all other departments, as well as CEO
- 25-32 hours per week

Qualifications and/or skills acquired through Internship

- Currently studying or a BS/MSs in Finance or Accounting
- Prior experience in Finance or as a Financial Analyst
- Background in Wave and Excel, or willingness to learn
- Developing Standards and procedures for this start-up related to finance and accounting
- Quality Management
- Excellent analytical thinking, problem solving, and decision making
- Financial planning and strategy
- Reporting research results
- Excellent interpersonal communication skills
- Problem-solving and conflict resolution capabilities
- Excellent ability to build and maintain a positive and professional relationship
- Devoted to providing high-quality customer service
- Attention to detail

Submission Requirements

- A letter of recommendation from a professor OR academic counselor
- A copy of current unofficial transcripts
- Writing sample in the form of an introductory letter stating: “How your current skills can contribute to the success of the organization” maximum of 250 words