

POSITION DESCRIPTION

POSITION: Corporate Scholar Intern / ES
Finance

DATE: September 2016

DEPARTMENT: ES Financial Planning &
Analysis

APPROVAL: Dan Jordan

LOCATION: Paramus, NJ

Manager Approval:

REPORTS TO: Director of Financial Planning,
ES

Michael Algranati, VP & CFO - ES

Summary:

This position will work directly with the ES Director of Financial Planning & Analysis and the Director of Contract Compliance and Support to assist with the month-end close and monthly forecasts and provide analysis and report preparation.

- Participate in month-end close calls
 - Utilize PeopleSoft to assist with month-end close analysis
 - Assist with month-end variance analysis
 - Assist with Financial Mapping project, identifying core project terms
 - Participate in monthly Finance calls
 - Utilize Hyperion Planning to assist with monthly forecast analysis
 - Assist with monthly financial reporting
 - Special projects as requested
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