

## **ACCOUNTING AND FINANCE INTERNSHIPS**

For more information on any of the internships on this page, see Gene Durkee, Director, Pathways – Career and Life Planning, [edurkee@nec.edu](mailto:edurkee@nec.edu), 603 428 2358.

### **ABI INNOVATION HUB, STARTUP BUSINESS INTERN**

Manchester, NH

Michele Petersen, COO

abi Innovation Hub

33 S. Commercial St., Manchester, NH 03101

[michele@abihub.org](mailto:michele@abihub.org)

T. 603-629-9511

[www.abihub.org](http://www.abihub.org)

During the 10 to 15-week period, interns work under dual supervision of the abi internship supervisor and startup business executive to carry out a variety of projects. Projects assigned to interns differ from semester-to-semester depending on the needs of abi resident businesses and the interests and skills of the intern. Projects cover a broad spectrum of business related fields, including business research, marketing, finance/accounting, communications, graphic design/web development, programming/engineering.

### **C.H. ROBINSON WORLDWIDE, TRANSPORTATION LOGISTICS INTERNSHIP PROGRAM**

The CH Robinson internship application site is:

<http://www.chrobinson.com/careers/how-to-apply.asp>

From C.H. Robinson's perspective, internships offer an effective way for us to locate and train motivated students to fill immediate needs, as well as create a pipeline of talent for the future. Internships provide CHRW with the opportunity to assess each student's "fit" with our organization and receive a preview of the student's ability. The Transportation Logistics Internship will enable the student to go through various zones, rotating each zone on a timely basis at the manager's discretion, which will allow the student to learn the many different aspects of C.H Robinson. This rotation will allow the student to gain exposure to sales and purchasing, financial management and account receivables, logistic management and transport economics from a 3rd -party prospective, carrier management, distribution patterns, tracking and tracing, and logistic information systems. After each month the intern will rotate to a different zone. Each zone will allow them to learn a different piece of the business.

### **GATEWAY COMMUNITY SERVICES, ACCOUNTING INTERNSHIP**

Nashua, NH

Sara Molander

Gateway Community Services

144 Canal Street, Nashua, NH 03064

603-882-6333

[getinvolved@gatewayscs.org](mailto:getinvolved@gatewayscs.org)

Assist with journal entries, contract confirmation for audit reconciliation, invoice processing, balancing sheet reconciliation, credit card reconciliation, and rep payee process. Assist and become familiar with Medicaid benefits and billing, Lytec billing, and Solomon accounting software used for four separate business companies. Assist with AP data processing, cash applications and processing, and budget changes. Work on specialized project under the guidance and mentoring of the Accounting Manager.

### **GREEN MOUNTAIN COFFEE ROASTERS, MARKETING INTERNSHIP**

Waterbury, VT

Jim Lemieux

Green Mountain Coffee Roasters

33 Coffee Ln., Waterbury, VT 05671

Look for trends within numbers to see what will increase product production and sales, help fill out financial reports, complete monthly package reports, and other projects as assigned.

### **MAINE STATE GOVERNMENT, SUMMER INTERNSHIP PROGRAM**

Augusta, ME

Charles Morris, Program Administrator

Maine State Government Summer Internship Program

Margaret Chase Smith Policy Center

University of Maine

5715 Coburn Hall

Orono, ME 04469-5715

207-581-4135

morris@maine.edu

[www.umaine.edu/mcsc/MeSGIP.htm](http://www.umaine.edu/mcsc/MeSGIP.htm)

There is no single description for an internship with the ME State Internship Program. Each summer, various departments will choose to sponsor an intern, so the departments and tasks will vary widely. Probably the best way to explore the possibility of a ME State Government Internship will be to go directly to their website, which again is: [www.umaine.edu/mcsc/MeSGIP.htm](http://www.umaine.edu/mcsc/MeSGIP.htm) Interns in the past have performed work such as: developing a large set of reports for the Unemployment Insurance Trust Fund, providing our accountants with customized views of the financial data; performing compliance audits according to the MAAP regulations, and reviewing payments to consultants to see if an overhead audit would be needed;

### **NH DISTRIBUTORS, LOGISTICS AND OPERATIONS INTERNSHIP**

Concord, NH

Tom Philbrick

NH Distributors

Concord, NH

603 224 9991

Sales analytics, distribution reports, sales reports, efficiency studies, draft analyses, competitive analyses, sales route analyses and comparisons, cooperage and pallet audits.

### **PRIMERICA, FINANCIAL SERVICES BUSINESS DEVELOPMENT MARKETING INTERNSHIP**

Franklin, NH

Matthew Snow

67 Industrial Park Dr Franklin NH 03235

603-934-1211 or 877-748-7198

Learn all aspects of business prospecting, outgoing prospecting calls, marketing and client service calls. Intern would be required to become fully licensed in life insurance and investment products. We provide a structured curriculum designed to expose students to a wide range of business experiences. Topics include: classroom instruction, group and self-study, oral presentations, role-playing, team building / interaction, software training and field experience

**PROJECT ADVENTURE, FINANCE INTERNSHIP**

Beverly, MA  
Susan Hall, Human Resources,  
Project Adventure, Inc.,  
719 Cabot Street, Beverly, MA 01915  
hr@pa.org

The Finance Internship is most appropriate for those who have an interest in the behind-the-scenes workings of a progressive non-profit corporation. Potential responsibilities and concentrations would be: Set up and maintain Balance Sheet (and some P&L) Schedules; Reconcile and analyze Balance Sheet and monthly P&L reports; Participate in reviewing processes and policies for improvement; NOTE: Responsibilities will vary based on intern's skill level, area of interest and the current needs of Project Adventure staff.

**BERRY DUNN, ACCOUNTING INTERNSHIP**

Portland and Bangor, ME; Manchester, NH  
Sarah Olson, Director of Recruiting  
BerryDunn  
P.O. Box 1100  
Portland, ME 04104-1100  
solson@BerryDunn.com  
Fax #: 207-541-2269

The program will introduce interns to: procedures for conducting annual audits and reviews, basic tax preparation standards, information technology/management consulting projects and show them what it means to be an active member of a client engagement team. Interns will have an opportunity to select a specific area of interest, including the firm's audit, tax and consulting practice or experience a blend of several areas. Interns will be trained for the specific program and will become an active member of an engagement team.

**EDWARD JONES, FINANCIAL ADVISOR CAREER DEVELOPMENT PROGRAM**

Various Locations Nationwide  
Jim Long, Financial Advisor  
Edward Jones  
147 West Main Street  
P O Box 77, Hillsborough, NH 03244  
(603) 464-5140  
www.edwardjones.com

Phase One Training: The program's first half provides focused training to build the trainee's knowledge and confidence with the firm's tools, the client creation process, and the financial solutions offered to clients. Case study rehearsals and role plays provide the foundation for successful performance in Phase Two. Phase Two Training: The second half of the program requires the Financial Advisors to apply the skills learned in Phase One by providing service and advice to Edward Jones' clients, as well as learning advanced investment concepts and products. This phase mirrors a "Day in the Life" of an Edward Jones Financial Advisor. Graduation: Upon successful completion of this program, graduates are placed in the geographic location of their choice. Program graduates may begin a brand-new branch location, participate in an Asset and/or Office Sharing Plan with a veteran Financial Advisor, or support an existing branch. After the program, graduates will transition to the traditional Financial Advisor compensation structure.

**GERALD METALS, ACCOUNTING INTERNSHIP**

Stamford, CT

Gerald Metals

680 Washington Blvd. Stamford, CT

Michael Meehan

Phone: (203) 609-8472

Preparing financial statements, filing, checking balances, making audit schedules, sitting with and learning directly from the company's accountants.

**JUNGLE, INC., ACCOUNTING INTERNSHIP**

Ipswich, MA

Ryan Montecalvo

978-356-7722 x233

45 S. Main St., Ipswich, MA

Ryan@junglestuff.com

Payables – Responsible for entering all payables into Shopworks. This includes following up on any discrepancies by calling a vendor to sort things out. If an invoice is missing, intern will be responsible for tracking down the vendor information and calling for a new invoice. Receivables – Responsible for calling the customers with invoices of 30+ days on a regular basis to collect information and payments. This includes emailing or faxing the new invoice if necessary, sorting out any and all invoicing issues with said customer, and documenting all information from receivable phone call into Shopworks under the specific order. Payroll – Assist the full time bookkeeper with collection and tallying of weekly time sheets. This may also include inputting the data into the payroll system. Other Accounting Assignments – Responsible for any random assignments as needed to general business and accounting duties. This may include compiling reports or outstanding invoices, sorting, filing, and other related projects.

**NEC FINANCE OFFICE, FINANCIAL INTERNSHIP**

Henniker, NH

Steven R. Lavoie, Controller

(603) 428-2504

Primary responsibility will be completion of monthly account reconciliations; analyze the results of each reconciliation; work with Finance staff to research each reconciliation; assist in the accounts payable process, including coding and entry of invoices into the general ledger; special projects and accounting tasks as needed; maintain strict confidentiality.

**NEW HAMPSHIRE DEPARTMENT OF JUSTICE, ADMINISTRATIVE INTERNSHIP**

Rosemary Faretra

Rosemary.Faretra@DOJ.NH.gov

(603) 271-1234

Financial duties including paying invoices, recording receipts; working with claims; communication responsibilities, including answering phones; filing and other administrative tasks

**PROJECT ADVENTURE, DEVELOPMENT & FUNDRAISING INTERNSHIP**

Beverly, MA

Susan Hall, Human Resources,

Project Adventure, Inc.,

719 Cabot Street, Beverly, MA 01915

[hr@pa.org](mailto:hr@pa.org)

The Development Internship is most appropriate for those who have an interest in the behind-the-scenes workings of a progressive non-profit corporation. Working primarily in the office, this position will involve helping to implement the Development and Fundraising strategies that keep Project Adventure the leader in the field of Adventure and experiential education. Interns can expect to learn about proposal development, donor cultivation, event planning and coordinating, annual appeals, donation accounting and analyzing and interpreting data.