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, 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
T. 603-629-9511
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
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
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 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
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.