



# National Internship Program

**Desired Majors: Business: Accounting, Business: Finance, Business Management and Operations, Computer Science**

*Posted by Pension Benefit Guaranty Corporation:* Our Division is searching for an intern who has analytical abilities with knowledge and experience of Microsoft Excel and Word along with good written communication skills. Intern Duties: Analysis of pension databases containing approximately 500,000 records and building charts and/or graphs to show trends in the data. Analysis also includes studies of costs incurred by pension plans that could result in either model practices or identification of high cost plans. Other assignments could include review of pension plan financial statements, analysis of cash flow statements and testing of benefit calculations using Microsoft Excel.

**Desired Majors: Business Administration, Marketing, Management, Hospitality Management**

*Posted by U.S. Department of Agriculture – Agricultural Research Service:* Reconcile obligations and salaries to official accounting reports. Produce status of funds to fund holders monthly. Review unliquidated obligations open for fiscal years. Uses system to create, modify, maintain, track and report on location salary information. Tracks salaries by CRIS and provides information to fund holder. Maintains spreadsheets for utility accounts.

## Sample Federal Internships in Business

\*Not a complete list of internship opportunities available

**Desired Majors: Finance, International Finance**

*Posted by US Dept. of the Treasury – Departmental Offices:* The intern would be working with some of the nation's leading individuals in Finance and Economics who are formulating policy for the national economy. Domestic Finance works to preserve confidence in the U.S. Treasury market, effectively manage federal fiscal operations, strengthen financial institutions and markets, promote access to credit, and improve financial access and education in service of America's long-term economic strength and stability.

**Desired Majors: International Economics, Economics, Business Administration, Business: Finance, Business: Accounting**

*Posted by US Dept. of the Treasury – Office of the Comptroller of the Currency:* Duties: assist in various supervisory duties, such as performing supervisory record reviews for the Chicago-based teams and preparing a report for each; assisting in timely preparation of supervisory product review checklists; assisting the Analysts with preparing unit reports on MRAs, risk profiles, etc.; completing an OCC Database quality assurance; and assisting with the preparation of meetings. Preferred Skills: oral and written communication skills and ability to communicate examination findings to various audiences; strong computer skills and the ability to create or update templates and reports.

**Desired Majors: Business: Accounting, Business: Finance, Business Management and Operations, Corporate Communication**

# Sample Federal Internships, Continued

*Posted by Pension Benefit Guaranty Corporation:* Intern Duties: supporting quarterly risk management meetings and bi-weekly risk management meetings. To include meeting coordination such as scheduling meetings, compiling materials for these meetings, including presentations, making sure participants get the materials before the meeting, preparing meetings agendas, taking minutes and compiling meeting minutes including agreed upon next steps and action items. Other duties: assisting with the OBA Audit Quality Standards Exposure draft comment and disposition process and creating, updating and maintaining the comments disposition tracker spreadsheet. The intern will update and maintain agency websites with recommendation closure form materials.

**Desired Majors: Accounting, Finance, Human Resources Management and Services, Business Management and Operations, Economics**

*Posted by the National Credit Union Administration:* Preferred Skills: detailed orientated, has solid writing skills, interest in accounting or auditing. The intern will get exposure to accounting operations at a federal entity, and have the opportunity to do a variety of tasks, such as: Conduct expense report audits to ensure that reimbursements are made in accordance with agency policy; Issue Statements of Difference to employees; Monitor and manage the resolution of over- and underpayments; Conduct compliance audits on relocation expense reports to ensure that reimbursement are made in accordance with agency policy; Update relocation schedules and perform relocation general ledger to subsidiary ledger reconciliations.

**Desired Majors: Accounting, Finance, Business Management and Operations, Computer Science**

*Posted by the Pension Benefit Guaranty Corporation:* Assisting the IAB Trust Accountants in their day-to-day work, which includes: Creating balance sheets for defined benefit pension plans that have been terminated by PBGC; Preparing various Excel spreadsheets with built-in formulas that calculate realized gains and losses on investments held by terminated pension plans; Analyzing bank statements for pension plans, determining the proper accounting treatment for various transactions, and preparing journal entries that properly reflect the financial activity of the plan; Posting those journal entries to the general ledger; Utilizing pricing services to determine the value of investments as of the Date of Plan Termination for terminated pension plans; Preparing journal entries to "clean up" balances on old plans; Preparing various ad hoc reports as requested by IAB management; Analyzing ledger account balances to ensure the asset and contra asset accounts are properly reflected in the ledger

**Desired Majors: Finance, Economics, International Economics, International Trade or Business, International Finance**

*Posted by the National Credit Union Administration:* Intern Duties: Assist in our continued efforts to research emerging risks in geographical areas or industries within the region; Assist in development of a whitepaper identifying economic or financial risks in credit unions in various states: Primarily researching and evaluating economic and credit union financial data. Other Duties: Create statistical reports from regional reporting systems; Provide assistance to Supervision Analysts on various project initiatives; Occasionally, prep correspondence from our Regional Office to be distributed to internal and external stakeholders.