INTERNSHIP ANNOUNCEMENT
Immediate Opening

Position Title: Finance/Accounting Assistant
Position Type: Paid Position $12.00-$15.00; Not for class credit

Position Description:
The Virginia Tech Transportation Institute (VTTI) is currently accepting resumes for the position of Finance/Accounting Intern, preference for sophomore or junior. The successful candidate will work as part of the VTTI Finance team, which supports research professionals and day to day accounting activity. The intern/work-study will also be responsible for creating, editing, and assisting in accounting functions with other duties as needed and assigned.

Applicants must:
- Be responsible and dependable
- Have accounting/finance/ business experience
- Be able to work independently and manage time wisely
- Possess excellent communications skills and a high degree of professionalism
- 10-20 hours during the academic year
- 30-40 hours during summer

In addition, candidates must have the ability to:
- Work independently and on a team while taking instruction from the Research Accounting Manager(s)
- Complete tasks and assignments accurately and on deadline
- Pay close attention to detail
- Work with existing Excel spreadsheets, with the ability to create, edit and review
- Ability to format content and utilize Adobe for financial documents

VTTI is located off-campus; therefore transportation is the responsibility of the Finance/Accounting Assistant. As a research institution, the environment will offer valuable experience in the accounting field. The ideal candidate will have coursework/experience in accounting, business, math or finance with an excellent work ethic. Proficiency in Microsoft Excel required with skills in other Microsoft Office programs and Adobe Suite.

To apply, please send a current resume to Angie Robinson at arobinson@vtti.vt.edu by March 29, 2019.

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