



The Rhode Island Public Transit Authority (RIPTA) is recruiting ***internally and externally*** for one (1) or more of the position of ***Finance Intern***. This is a Non-Represented position.

- Position:** FINANCE INTERN
- Posting Period:** November 10, 2022, through Successful Recruitment
- Salary:** \$25.00 Hourly
- Union Affiliation:** This is a Non-Represented Positon
- Position Reports To:** Chief Financial Officer

**Summary of Position:**

The RIPTA finance internship will expose candidates to various aspects of financial management including budgeting, accounting, payroll, accounts receivable, accounts payable and more. Candidates will also be exposed to various departments and projects across the Authority. Hours can be up to forty hours per week or based on selected candidates availability.

**Essential Duties and Responsibilities:**

- Assist members of the finance department with daily activities with the goal of learning and understanding how financial management works and gain practical experience;
- Take on special projects as assigned including producing cost-benefit analyses, conducting research, and assisting with process improvement;
- Get an opportunity to work alongside senior leaders of the Authority;
- Other duties as assigned.

*The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.*

**Qualifications and Selection Process:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution as outlined under “Education” within the job posting;
- Applicant must provide RIPTA with copies of any licensure and/or certifications pertaining to the posted position;
- May be required to pass an oral interview and/or written test;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;

- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- Internal applicants will be subject to evaluation of personnel file to determine eligibility and suitability for the position; to include but not limited to review of attendance, training, education, job qualification skills, commendations, and disciplinary history.

**Basic Knowledge:**

- General knowledge of Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) or Financial Accounting Standards Board (FASB);
- Good interpersonal skills including the ability to remain flexible when encountering tight time schedules and to effectively interact with internal and external contacts;
- Ability to communicate effectively both verbally and in writing;
- Demonstrated problem solving, analytical and investigative skills, including the ability to research, analyze and reconcile financial data, and to make logical decisions using sound, independent judgement, and common sense;
- Knowledge of Excel, word processing, knowledge of databases, and financial systems required.

**Education:**

- Must be a student pursuing a bachelor's degree in accounting, finance, economics, or related field.

**Experience:**

- Experience with accounting/general ledger systems is helpful;
- Knowledge of Microsoft Office, particularly Excel;
- Excellent problem solving and time management skills;
- Ability to work well both independently and with a team.

**OR:** Consideration will be given to any combination of education and experience that shall be substantially equivalent to the above education and experience.

**Independent Action:**

- Ability to independently plan, organize, prioritize, and manage multiple projects and priorities with accuracy, and close attention to detail;
- Demonstrated ability to work independently with minimal supervision, follow directions well, and follow through with assignments until completed.

**Supervisory Responsibility:**

- None

**Interested applicants should submit their cover letter, resume, certifications, licensure, transcript copies and RIPTA employment application to the Human Resources Department, 705 Elmwood Avenue, Providence, RI or via email to [jobs@ripta.com](mailto:jobs@ripta.com). To apply on-line, visit [www.ripta.com/careers](http://www.ripta.com/careers). Telephone calls will not be accepted.**

**RIPTA is an Equal Opportunity Employer:** It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.