

## Accounting, Finance, and Contract Summer Interns

The Business Systems Directorate at the Pacific Northwest National Laboratory (PNNL) is looking for summer interns with a strong background in accounting, finance, or contract management. Each of these positions consists of one or more rotational assignments in the financial operations, business development and analysis, contracts or business office functions. Generally, successful candidate(s) will assist staff in any number of the following areas:

- Cash and/or general ledger reconciliations and problem analysis/resolution
- Varied functions including troubleshooting one-of-a-kind problems, administration, research, and financial or data analysis
- Assistance in tracking costs, budgets, and program funds by reviewing key data sources (including cost reports) and interacting with staff on a regular basis
- Development, coordination and presentation of financial forecasts, budgets and budget revisions
- Assistance in contract or acquisition administration, including Request For Proposal (RFP) preparation
- Supporting day-to-day operations in accounting, budgeting, and contracting
- Project proposal preparation process by assembling cost estimates of some or all of the project components (staff, equipment, administrative support)
- Web site development for standard reporting or communication of business information
- Process improvement development in areas such as accounts receivable or accounts payable to improve company cash flow
- Preparation of both periodic and ad-hoc financial reports for both internal and external customers

### MINIMUM REQUIREMENTS and QUALIFICATIONS

Applicants must be enrolled in an undergraduate or graduate Finance, Accounting, or Business Management/Operations program that directly relates to the position described. Preference will be given to candidates who have achieved an intermediate level of coursework, experience, or combination of the two.

- Cumulative GPA of 3.0
- Proficiency in personal computer usage with specific competency in spreadsheet and database programs, preferably Microsoft EXCEL and Microsoft ACCESS
- Good oral and written communication skills, with proactive / outgoing attitude

**\*\*MUST meet minimum requirements to receive further consideration.**

*NOTE - Internship placement level will be dependent upon level of education acquired along with management's assessment of the selected candidate's skills, experience, and ability to contribute.*

### How to Apply

**A PNNL application must be on file before an interview is granted.** Interested parties must apply online at <http://jobs.pnl.gov> under job ID #301271 for an Accounting/Finance position and/or job ID# 301272 for a Contract position before January 31, 2012.

PNNL is an EEO/AA employer and values diversity in the workplace. F/M/D/V are encouraged to apply.

Candidates are chosen in March and internships begin in May or June, depending on each intern's schedule.



**Pacific Northwest**  
NATIONAL LABORATORY

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**ABOUT PACIFIC NORTHWEST NATIONAL LABORATORY** [www.pnl.gov](http://www.pnl.gov)

PNNL is located in Richland on the sunny eastern side of Washington state. We are one of the U.S. Department of Energy's (DOE's) ten national laboratories, proudly operated by Battelle for the DOE's Office of Science. PNNL performs research for other DOE offices as well as government agencies, universities, and industry to deliver breakthrough science and technology to meet today's key national needs.

**Our Laboratory:**

- Provides the facilities, unique scientific equipment, and world-renowned scientists/engineers to strengthen U.S. scientific foundations for fundamental research and innovation
- Prevents and counters acts of terrorism through applied research in information analysis, cyber security, and the non-proliferation of weapons of mass destruction
- Increases U.S. energy capacity and reduces dependence on imported oil
- Reduces the harmful side effects of energy generation and use on the environment
- PNNL currently has approximately 4,700 staff members and an annual business volume of \$1B

**ABOUT TRI-CITIES, WA** <http://www.visittri-cities.com>

The Tri-Cities started out with three main communities: Kennewick, Pasco, and Richland - but the phenomenal growth of neighboring West Richland has made the area more of a "Quad-City!" Located just hours from Seattle, WA and Portland, OR, the area is embraced by the beauty of a desert landscape and connected by the Columbia, Snake, and Yakima rivers. The Tri-Cities offers a multitude of recreational, cultural, and historical activities and is a great place to visit and live. We're known for our premier golf courses, award-winning wineries, unique shopping, and abundant outdoor and water recreation.

To learn more about what PNNL has to offer contact:

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