



TITLE:

Financial Planning & Analysis – Intern

SUMMARY:

This internship position is primarily responsible for working with the FP&A and Accounting teams to prepare financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with and conducts analysis of financial performance.
- Creates financial reports and analysis using Excel and PowerPoint.
- Defines, measures and reports on key business performance metrics, and determines data clean-up efforts and/or processes enhancements necessary to improve the quality and accuracy of these metrics

REQUIRED SKILLS:

To perform this job successfully, an individual should have knowledge of: Spreadsheet Software (Excel); Word Processing Software (Word); Presentation Software (Power Point).

OTHER SKILLS AND ABILITIES:

- Requires good critical thinking and interpersonal skills
- Knowledge of office software, organizational abilities and strong attention to detail
- Have excellent organizational, verbal and written communication skills.
- Must have a professional, outgoing, customer-service oriented manner.
- Ability to interact with a variety of people, and remain calm and professional in stressful situations.
- Must be friendly, courteous, flexible and enjoy working with a variety of staff and guests.
- Must possess working knowledge of computers and software (Microsoft Office).
- Must be detail-oriented and work effectively under pressure while meeting all applicable deadlines.
- Must be able to work independently and productively with minimum supervision; work well under pressure; able to manage multiple projects.

To apply, submit cover letter and resume to: Robert.Gotto@zayo.com