CETUSA

Trainee/Internship Program Offer

(10290) MBA level Data Analysis Trainee Program – Minneapolis, MN

Start Date: April – August 2019
Hours: 40 per week
Location: Minneapolis, MN; Sarasota, FL; Houston, TX (training in all 3 locations may be required)
Program Duration: 18 months
Compensation: $14.00 per hour
Positions: 3

Host Company Description:

The host organization provides disaster and recovery management as well as civil construction services throughout the United States and abroad with wide-ranging projects in their size and budget. The company has several key offices in the U.S. where training will be conducted. The training time may be split between offices in different states which would require trainee's relocation.

Position Description:

The trainee will join the supervisor in reviewing financial terms of contracts, managing subcontractor agreements and invoicing, performing analyses for individual construction and/or disaster recovery contracts, revenue analyses, percent-complete analyses, variance analyses and cost analyses. The trainee will help create financial reports for management review, help coordinate with Project Managers to correct issues, ex: revenue, cost and budget problems, aid in performing monthly invoicing to clients for projects, assist in preparing journal entries, general ledger; maintaining records, files as required, assist in preparing month-end reports and reconciliations (including AP, fixed assets, accrued   liability, and other inter-company receivables/payables), help prepare consolidated internal and external financial statements by gathering and analyzing information from the general ledger system as well as other departments, offices, and outside sources.

Applicant Qualifications:

- To apply for the **Trainee** program, applicants must hold a Bachelor degree in Accounting and Master's Degree in Business Administration and have least 1 year of professional work experience in accounting, <u>OR</u> be career professionals of 5 or more years of professional experience in accounting
- **<u>FLUENT</u> English is required (written and spoken)**
- Exceptional communication, analytical, logical and problem-solving skills.
- **Must be advanced in Excel. <u>MUST</u> have proven experience with the following: Formulas: VLOOKUP, INDEX-MATCH, IF+AND/OR; Pivot Tables; Conditional Formatting; Graphs and Charts. <u>IDEALLY:</u> VBA knowledge, MS Access, SQ**

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title