

Finance & Accounting Intern

Rappahannock Electric Cooperative seeks an Intern to join our Finance & Accounting Department. This role will be an average of 20 hours per week. This position is hybrid, blending in-person work with occasional meetings in Fredericksburg or other REC offices and the opportunity to work remotely. The information below will explain educational qualifications and expectations.

Candidates must be current undergraduate or graduate students with good academic standing (3.0 GPA and above). Preferred candidates will study Business, Commerce, Finance, Accounting, Economics, Marketing, or other relevant fields.

Core Competencies

- Adaptability
- Excellent communication skills, including listening for understanding and the ability to clearly communicate in both verbal and written form
- Continuous Improvement
- Ability to perform job functions independently and work well within a team structure

Key Responsibilities

- **Assist with financial reporting:** Support preparation of monthly, quarterly, and annual financial statements
- **General ledger maintenance:** Help reconcile accounts, post journal entries, and ensure accuracy of records
- **Budget and forecasting support:** Assist in compiling data for budget planning, variance analysis, and forecasting
- **Accounts payable:** Support invoice processing and track payments
- **Audit preparation:** Organize documentation and assist with external audit requests
- **Data analysis:** Use spreadsheets and financial software to analyze trends and provide insights
- **Business Partner Interaction:** Interact with internal and external business partners to improve process efficiencies and financial outcomes
- **Special projects:** Contribute to initiatives that improve financial transparency and cooperative efficiency

Requirements

- Accounting, Finance, or other business studies
- Candidates must be comfortable working with spreadsheets and databases; must possess basic computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word, PowerPoint and Microsoft Teams applications as required by job responsibilities
- The successful candidate must possess a basic knowledge of and aptitude for financial & accounting concepts
- Excellent analytical skills
- Excellent research skills
- Ability to work in teams and independently



If you are interested in this opportunity, please submit your resume to rech@myrec.coop.
Open until filled.