



FEI Central Ohio 2021 Summer Internship Program

January 2021

All Communications: Analisa Trares, Chapter
Administrator (ATrares@columbus.rr.com)

FEI 2021 Internship Program

Who is FEI?



- Financial Executives International (FEI) is a professional association and leading advocate for the views of corporate financial management
- FEI's mission is to advance the success of senior-level financial executives, their organizations, and the profession.
- Since 1931, FEI has been connecting members through
 - Interaction: local and international forums for connecting with peers
 - Information: insight to assist with informed business decisions
 - Influence: authoritative representation for members' interests
 - Integrity: tools to advance the profession through ethical leadership
- Demographics
 - 10,000+ Members
 - 65 Chapters
 - Policy making positions as Chief Financial Officers, Chief Accounting Officers, Controllers, Treasurers, and Directors
 - Companies of all Sizes and Industries

FEI 2021 Internship Program

Program Overview



- FEI Central Ohio chapter’s summer internship program facilitates summer internships as a gateway for local university talent into local member and sponsor firms
- The program extends FEI’s long legacy of support for education and connection to local universities
- FEI acts as “match maker”
 - Member and Sponsor firms requiring summer interns
 - University students in need of valuable work experience
 - Leverage our collective size to create interesting opportunities across a variety of schools, firms, and types of internship positions
- Intern Night networking event (virtual) to kick off the “match making” with face to face interaction

FEI 2021 Internship Program

Process / Timeline



- Jan:
 - Announce program to FEI companies and sponsors. Solicit internship positions.
 - Announce program to Schools / Students. Solicit student resumes.
 - FEI companies and sponsors submit internship requests (due by Fri. 3/19)

- Feb:
 - Attendees RSVP to attend Intern Night
 - Students interested in internships submit resumes (due by Fri. 3/19)

- Mar:
 - Intern Night (virtual) event: Wed, 3/10, 6:00 – 7:30 p.m.
 - FEI publishes virtual “books”: internship positions and student resumes.

- Mar/Apr:
 - Interviews take place organically.
 - Publish availability update.

- May/June:
 - Internships start.

- Aug/Sep:
 - Internships end.
 - Solicit feedback. Lessons learned for next year..

FEI promotes face to face quality interaction among senior level finance executives

FEI 2021 Internship Program

“Intern Night” Kickoff Event



- Virtual Networking session to kick off matching FEI internships with interested students
- Wednesday, March 10, 2021, 6:00 – 7:30 pm
- Microsoft Teams: details TBD
- Who should attend?
 - Finance & Accounting faculty
 - Students interested in internships
 - FEI member firms with and without internship positions
 - FEI sponsor firms with and without internship positions
- RSVP (ATrares@columbus.rr.com)

Agenda

- Introductions 6:00 – 6:15
- Intern Program Overview 6:15 – 6:45
 - Includes Q&A
- Speaker – Robert Half 6:45 – 7:15
 - Topic TBD.
 - Past topics: career panel, manage your career for the long haul, multi-generational workforce
- Wrap up 7:15 – 7:30

FEI 2021 Internship Program

University Support Needed



- Career Office support
 - Post the Internship Program (this presentation or other documents they may request)
 - Collect resumes of interested students
 - Transmit resumes to FEI chapter administrator as they are received. **Deadline is Friday, March 19.**
- Finance & Accounting faculty engagement
- Spread the word about Intern Night networking event!
 - Accounting & Finance Faculty attendance
 - Interested students attendance
 - RSVP to FEI chapter administrator: Analisa Trares (ATrares@columbus.rr.com)



Financial Executives International (FEI) – Central Ohio Chapter 2021 Summer Internship Program

Internship Description

Company:	ms consultants, inc.
Internship Title and (Qty):	Finance Intern (1)
Department:	Finance
Hiring Manager/Contact:	Steve Markosky, CFO
Position Manager(s):	Debbie Burcham, Accounting Manager

Main Duties:	<ul style="list-style-type: none">• Support implementation of new document filing and retention policy<ul style="list-style-type: none">○ Migrate files/folders from old storage locations to new one(s)○ Organize physical files from old location to new one(s)• Implement new / revised operational reporting tools<ul style="list-style-type: none">○ Operational database queries.○ Creation of multiple “views” using Excel pivot tables.○ Primarily tool is Excel. Some SQL.• Support implementation of new expense processing system in Deltek system<ul style="list-style-type: none">○ Training documentation○ Monitoring transaction and approval flows○ Reporting
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Requirements:	<ul style="list-style-type: none">• Minimum of 2 Accounting, Economics, and/or Finance courses• Solid experience in Microsoft Excel• “Beginner” level proficiency in Microsoft Powerpoint• Above average organization / filing skills
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Rate of Pay:	<ul style="list-style-type: none">• \$15 / hour. Overtime hours (in excess of 40 per week) paid at time and a half.• No other costs covered (housing, transportation, etc.)
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Internship Dates: (if specific dates necessary)	Open, depending on the intern’s school calendar. May / June thru August / September.
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