



Financial Executives International (FEI) – Central Ohio Chapter 2022 Summer Internship Program

Internship Description

Company:	MedVet
Internship Title and (Qty):	Finance Intern (3)
Department:	Finance
Hiring Manager/Contact:	Steve Ley, CFO
Position Manager(s):	Various
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
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
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.)
Internship Dates: (if specific dates necessary)	Open, depending on the intern’s school calendar. May / June thru August / September.