



Position Title

Intern, Finance Department

Summary

The U.S. Trade and Development Agency helps companies create U.S. jobs through the export of U.S. goods and services for priority development projects in emerging economies. USTDA links U.S. businesses to export opportunities by funding project preparation and partnership building activities that develop sustainable infrastructure and foster economic growth in partner countries.

USTDA accomplishes its mission by funding feasibility studies, technical assistance and pilot projects that integrate the expertise and innovation of American companies. The Agency also connects overseas buyers with U.S. sellers through its reverse trade missions, industry conferences and workshops. Unique among federal agencies, USTDA is mandated to promote the participation of U.S. industry in infrastructure projects at the critical early stages when design choices and technology options are being defined. The Agency places emphasis on economic sectors with significant U.S. export potential, such as energy, telecommunications, transportation, healthcare and agribusiness.

Requirements

All internships are virtual and available to students who are U.S. citizens and currently enrolled in an undergraduate or graduate degree program. Strong writing and analytical skills coupled with excellent work and academic credentials are essential. A demonstrated interest in business or finance is preferred. All internships are unpaid, however USTDA will work with schools to help interns secure course credits.

For winter/spring internships, USTDA seeks a commitment of at least 16 hours per week over a 12-week period. Winter/spring internships start January 18, 2021 and end April 16, 2021. USTDA is willing to consider earlier start dates and later end dates.

Responsibilities

- Provide administrative support to the finance department by filing, researching files and records, and preparing reports and other documents as requested.
- Organize and manage department-related documents and information.
- Reconcile internal accounting system (TDAMIS) with official accounting system (Oracle).
- Assist in reconciling travel and other open obligations.



Education

Ideal candidates will have an educational background in business, finance, economics or accounting.

Additional Information

U.S. citizenship is required, and interns will need to successfully complete a background screening prior to the start of the internship.

Required Documents

Applications must include a cover letter, resume and school transcript(s). Candidates will be evaluated on their relevant skills and experience, demonstrated interest in business or finance, and the quality of their application materials.

Benefits

- Career development roundtables with USTDA leadership
- Intern lunch with USTDA's Director
- Frequent social and networking events
- Capitol Hill and think tank events on international trade and development
- Academic course credits

How to Apply

Applications for winter/spring internships are accepted through Friday, December 11, 2020, to the attention of Silvia Umana, Administrative Specialist, via email, at sumana@ustda.gov. USTDA may accept internship applications after this date, subject to the availability of unfilled internship slots.

To learn more about USTDA, please visit us at www.ustda.gov.