

Looking for a Summer Internship?

The Business Systems Directorate (BSD) at the Pacific Northwest National Laboratory (PNNL) is looking for summer interns with a background in accounting, finance, contract management, or general business. Each of these positions is paid and consists of one or more rotational assignments in the Financial Operations, Contracts or Business Office functions.

Each successful candidate will be involved in a 13 week summer internship program with an opportunity to present in front of management and BSD staff. Interns will be introduced and trained on multiple computer programs and various business systems throughout the summer.

How to Apply

A PNNL application must be on file before an interview is granted. Interested parties must apply online at <http://www.jobs.pnnl.gov/> under job ID # 304923 (Undergraduate position), and/or job ID# 304924 (Masters/Graduate position) **before January 31, 2016.**

PNNL is an EEO/AA employer and values diversity in the workplace. F/M/D/V are encouraged to apply.

Note: Application status will indicate “route” until interviews are granted. Interviews will not be granted until after January 31, 2016.

Roles & Activities

Generally, successful candidate(s) will assist staff in any number of the following areas:

- Cash and/or general ledger reconciliations and problem analysis/resolution
- Varied functions including troubleshooting one-of-a-kind problems, research, and data analysis
- Assistance in tracking costs, budgets, and program funds by reviewing key data sources (including cost reports) and interacting with staff on a regular basis
- Assistance in contract or acquisition administration, including Request For Proposal (RFP) preparation
- Determining reasonableness of price for goods and services procured through the use of techniques, such as price competition and published list prices
- Supporting day-to-day operations in Financial Operations and Contracts
- Proposal pricing
- Identifying process improvements that enable more effective and efficient business operations
- Preparation of both periodic and ad-hoc financial reports for both internal and external customers

About PNNL

PNNL (www.pnl.gov) is located in Richland on the sunny eastern side of Washington State. We are one of the U.S. Department of Energy's (DOE's) ten national laboratories, proudly operated by Battelle for the DOE's Office of Science. PNNL transforms the world through courageous discovery and innovation by performing nationally important research and development. The capability of our people is our most important competitive differentiator. We attract and invest in the best, enable them to excel, and create outstanding teams to solve important problems.

To learn more about what PNNL has to offer, contact **Katelyn Cearlock**, BSD Intern Coordinator at Katelyn.Cearlock@pnnl.gov or call (509) 371-7398.



2015 Summer Interns