



**BlueCross BlueShield**  
of Western New York

## Finance Department Accounting Internship

BlueCross BlueShield of Western New York, headquartered in Buffalo, is one of New York's leading health care companies, providing high quality coverage and innovative wellness solutions to members throughout our region. We strive to impact positive and healthy changes in our communities and we're looking for team-spirited, motivated, and enthusiastic people to create opportunities to help us succeed in our mission.

The Accounting Intern will work closely with the Manager of Accounting to gather financial information, prepare journal entries, prepare financial reports, and maintain general ledger accounts.

This is a paid opportunity for the summer of 2018 during normal business hours. The student must be able to work full-time, 40 hours/week during the Summer at our corporate headquarters located in downtown Buffalo. Availability to work in the Fall 2018 and Spring 2019 semesters on a part-time basis at approximately 15-20 hours/week is also required for this internship opportunity.

This internship presents the following Learning Objectives:

- An opportunity to obtain a general understanding of the various aspects of the Corporate Finance department.
- A broader understanding of the importance of financial controls in the health insurance industry.
- An opportunity to develop analytical skills through review of various financial documents
- Development of basic accounting skills which can be applied to future work.
- An opportunity to interact with employees from all levels of management and from different departments within the corporation, exposing the Intern to many facets of the health insurance industry.
- The impact of health care reform regulations (both state and federal) on the company's financial health and well-being.

Job Duties may include the following processes as they relate to corporate compliance controls

- Perform assigned financial statement close responsibilities.
- Preparation of various types of financial reports.
- Preparation of recurring journal entries.
- Reconciliation of general ledger accounts or reconciliation of financial reports
- Ability to execute recurring duties in a timely and accurate manner.

Required Skills and experience:

- Students entering junior or senior year in the fall 2017 who are enrolled in a 4 or 5 year degree program in Accounting. Students entering their Senior year, preferred with completion of intermediate accounting coursework. (Intern must be enrolled in a degree program for the duration of the internship.)
- Current graduate students pursuing Accounting program encouraged to apply
- Desire to pursue CPA certification strongly preferred
- Prior experience in an office setting is desirable.
- Excellent time management skills, demonstrated personal accountability and excellent verbal & written skills
- Intermediate proficiency with Microsoft Excel and Word.

**APPLY ONLINE TODAY!**  
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For more information about career opportunities at BlueCross BlueShield of Western New York, please visit our web site at [www.bcbswny.com](http://www.bcbswny.com).

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