

Finance Department Intern

Role and Responsibilities:

- Assist with answering phones
- Assist with generalized office duties
- Data entry
- Assist various levels of employees with day to day tasks
- Research and special projects as requested

Qualifications and Education Requirements:

Must be enrolled in High School, College or Graduate school at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

Accounting, Business Administration, Mathematics, Management

Preferred Skills:

- Computer and typing skills
- Writing & communication skills
- Word/Powerpoint/Excel

Department: Finance Department

Location: David Bruen-County Office Building
40 Gleneida Ave
Carmel, NY 10512

Hourly Rate:	High School Student	\$12
	College Student	\$13
	Graduate Student	\$14

Schedule: 28 hours/week for 8 weeks



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