



## **Aramark Finance Intern – Aramark Job Description**

**Position Title:** Aramark Finance Intern

**Community Service Partner:** Aramark

**Job Description:** This is a year long internship position working with Aramark's Finance department at Baylor. The intern will work closely with the account controller and assistance controller.

*Job Functions:*

- File and sort various documents into different locations
- Create and maintain financial spreadsheets
- Assist with double-checking spreadsheets and reports
- Excel data entry
- Various other projects as assigned by Supervisor

*Learning Outcomes:*

Through this internship, this student will gain hands-on experience with Aramark's Finance department.

*Required Skills:*

- Business, Accounting, or Finance major with prior accounting experience and knowledge of accounting language
- Sophomore classification or higher
- Proficient in Microsoft Excel
- Ability to work during office hours (Monday-Friday 8am-5pm)
- Basic office skills
- Ability to work with others or alone

**Hourly Rate:** \$9.00/hour

**Apply for Position:** Please attach and email your application materials ([application form](#), resume, and cover letter) to [BDS\\_StudentProgram@baylor.edu](mailto:BDS_StudentProgram@baylor.edu).

Please **DO NOT** send application materials to Student Employment.