Office of Financial Management

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. CBO’s Office of Financial Management, which consists of four professional staff members, seeks an intern with a strong work ethic to assist in the office’s work for a 10-week period in the summer of 2017. The successful candidate will work directly with the senior accountant and report to the agency’s Chief Financial Officer.

The intern will participate in a wide range of financial management tasks: documenting standard operating procedures and helping to improve processes, working with accounts payable, assisting with data automation and validation, reconciling accounts, and helping with budget execution.

The internship offers the opportunity to work with staff members at various organizational levels and in many of the agency’s divisions. Interns will develop skills in business practices, accounting, and information technology.

Qualifications
At a minimum, candidates must have completed their second year of an undergraduate program or be in a graduate program and must have a major in business, accounting, or a related field.

Candidates must thrive in a fast-paced environment and be able to effectively handle multiple tasks simultaneously and complete projects under tight deadlines. Excellent written and oral communications skills, technical skills, attention to detail, and the ability to work independently and as part of a team are essential.

Salary and Benefits
The hourly rate ranges from $14 to $22 and will be based on educational attainment and related experience. The internship is to be completed between May and August 2017. Although summer interns are expected to work a 40-hour week, an alternative schedule may be considered. Housing and relocation expenses are not covered, but CBO’s interns are eligible for a local transportation subsidy of up to $255 per month.

How to Apply
Please submit a cover letter, résumé, unofficial transcripts, and contact information for two references online at www.cbo.gov/careers. Incomplete applications will not be considered. Although there is no deadline by which to apply, CBO may close this position after receiving a sufficient number of applications from qualified candidates.

This position is covered by the Veterans Employment Opportunities Act of 1998 as made applicable to CBO by the Congressional Accountability Act, as amended.

Contact
Nancy Fahey or Angela Smart, Washington, DC, 202-226-2628, careers@cbo.gov