Financial Pricing Analyst Internship

The Pricing Analyst Intern will provide financial assistance to the Pricing Analysts supporting cost proposals for the Social Statistical and Environmental Sciences (SSES) Group. The Intern reports to the Senior Financial Analyst and works closely with other Financial Analysts and Management, Proposal Development Office, and the Office of Contracts. The primary role of this position will be assisting the Financial Analysts with forecasting information into our financial software to develop client and internal budgets, publishing and formatting budget reports for client presentation and pulling together documents for compliance in our business proposals.

The Intern will gain experience at a well known non-profit, government research institute as well as exposure to the contracting industry from a financial perspective, including knowledge of budgeting, government compliance, contract types, and working in a team environment.

As part of the RTI Internship Program, RTI Interns are provided access to a variety of enrichment activities to further enhance the learning experience at RTI. Activities include professional development workshops, seminars with RTI executives, social events to network with fellow RTI Interns, and the opportunity to present their achievements at the Annual RTI Internship Showcase. For more information about RTI Internships, please visit www.rti.org/interns.

About RTI
RTI International is one of the world’s leading research institutes, dedicated to improving the human condition by turning knowledge into practice. Our staff of more than 3,700 provides research and cross-disciplinary technical expertise to governments and businesses in more than 75 countries in the areas of health and pharmaceuticals, education and training, surveys and statistics, advanced technology, international development, economic and social policy, energy and the environment, and laboratory and chemistry services. For more information, please visit our website at www.rti.org.

Responsibilities may include
- Pulling data and running financial reports, preliminary interpretation of data and other ad hoc requests.
- Reviewing Request for Proposals/Applications (RFP/RFAs) for issues regarding financial or contractual risk.
- Compiling documentation for submission of business proposals to a variety of clients including federal and state government, commercial firms and foundations.
- Research intelligence on competitors pricing and market conditions utilizing online searches and databases.
- Data entry into financial forecasting software and obtain necessary review by financial analyst and manager.
- Administrative functions such as using checklists to verify compliance, coordinating and tracking document collection from subcontractors and consultants.

Qualifications
- Undergraduate Junior or Senior majoring in business, finance, economics or accounting.
- Proficiency in using Microsoft Office (e.g., Adobe, Excel, Outlook, PowerPoint/Prezi) and compiling multiple documents into a single, clearly formatted PDF volume.
• Related experience and interest in government contracting, financial analysis, project management, and/or risk assessment.
• Ability to search share drives, internal website or other databases.
• Exceptional problem solving and organizational skills, as well as attention to detail.
• Capable of working independently as well as with others on a team to help complete business proposals in coordination with other members from the technical, contractual, financial and administrative units.
• US citizen or permanent resident.

**Additional Information**

- Academic major preference
  - Business, finance, economics or accounting
- Classification preference (rising junior/rising senior)
  - Rising senior
- Automobile required
  - No, but is responsible for own transportation.
- Intrastate or interstate travel required
  - No
- Location
  - RTI Headquarters- Research Triangle Park, NC
- Interview
  - Finalized candidates will be interviewed by RTI staff