ADP

Title: Financial Policy & Reporting Intern

Location: 1 ADP Blvd, Roseland, NJ

Start Date: 5/23/2016

Job Description:
As a Financial Reporting intern, you will contribute to project-based deliverables aligned to your field of study. You will interact with professionals who will guide and support you as you enhance your skills while gaining relevant experience by development of complex financial analysis to challenge data and information integrity. You will collaborate on the preparation of ADP’s annual 10-K filing and work as a contributing member of the external financial reporting team. You may conduct special studies and prepare recommendations for policy, procedure, control or action including annual financial planning, forecasting and reporting.

Primary Responsibilities:

• Analyzing and compiling data for annual and quarterly 10Q and 10K reports
• Contribute to assignments within the business including but not limited to: data analysis, goodwill impairment testing, and consolidation work
• Work collaboratively and cross-functionally within business units throughout ADP
• Performs other related duties as assigned

Qualifications:

• Completed at least 3 years of a 4 year degree program
• Accounting majors preferred
• Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
• Excellent communication (verbal, written and reporting) skills
• Able to demonstrate attention to detail, superb organizational and follow up skills
• Exhibits leadership skills and works well in a collaborative environment
• Ability to recognize and deal appropriately with sensitive and confidential information
• Quantitative, analytical, process and troubleshooting skills
• Ability to interact with all levels of the organization
• Ability to organize data, analyze data and produce reports

Application Instructions:

To submit your interest, visit our career site at jobs.adp.com and search for requisition #116845.