



DuPage Housing Authority
711 E Roosevelt Rd, Wheaton, IL 60187
PH: 630.690.3555 FAX: 630.690.0702
www.dupagehousing.org

Kendall Housing Authority
811 W John St., Yorkville, IL 60560
PH: 630.553.8093 FAX: 331.207.8923
www.kendallhousing.org



Financial Analyst- 2023 Summer Intern

DuPage Housing Authority
Wheaton, IL

Apply: careers@dupagehousing.org

Part-time

Position Description:

DuPage Housing Authority is looking for a Financial Analyst Intern to perform various tasks and support our Comptroller and Finance operations. This is an incredible learning opportunity for a graduate or undergraduate (Junior or Senior) student majoring in Finance or Accounting and who is looking for meaningful and practical experience in a fast-paced and collaborative office environment. The Internship program will provide 10-12 weeks of experience in the Summer of 2023 (Anticipated Start Date: June through August)

As a DuPage Housing Authority Intern, you will gain skills and experience in:

- Understanding financial operations from both a strategic and tactical perspective
- Obtaining a comprehensive understanding of the business and its needs and translate business opportunities into key financial imperatives

Essential Duties and Responsibilities:

- Assist Comptroller in establishing and maintaining effective accounting and reporting systems capable of accurately reflecting the operations of the organization
- The Intern will have the opportunity to learn about and contribute to important team functions such as budget development, financial statement generation and report preparation
- Under the supervision of the Comptroller, create the budget model and corresponding templates to be used during the budget planning cycle to develop the next fiscal year's budget
- Create the corresponding budget reference guide for training purposes and otherwise document how to use the newly developed templates
- Assist with the budget review, consolidation, and data upload process
- Automate and streamline GL Accounts
- Shadow finance/accounting staff members to expand knowledge, processes, and techniques
- Learn about and follow internal controls for Finance/Accounting

Job Qualifications:

Education: Currently enrolled in an accredited undergraduate or graduate degree program in finance or accounting.

Excellent computer skills and comfort with MS Office Suite (MS Word, Excel, and PowerPoint)

Ability to develop and use spreadsheets, databases, and other applications



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Attention to detail, organizational skills, and time management skills

Adaptability and flexibility in a fast-paced, team-oriented environment with the ability to work independently

Demonstrated passion for the DHAs values with commitment to deliver results measured against the organizational vision to preserve and expand affordable housing opportunities.

Outstanding interpersonal skills and experience building relationships with multiple stakeholders by listening to new ideas, encouraging dialogue, and inspiring people to work towards common goals

Excellent writing and presentation skills, particularly in communication with diverse constituencies in a variety of settings

Ability to work in the United States without sponsorship

Performance Expectations:

Confidentiality, strong customer service skills excellent communication skills, quality, accuracy, timeliness, reliability, and thoroughness of work performed; ability to gain the trust and respect of management, coworkers; maintain the integrity of confidential business and product information; ability to communicate effectively and develop good working relationships with other employees is essential to accomplish goals and objectives of the Department.