



Customer Success Is Our Mission

Finance- Global Business Services

Target Majors:	Accounting, Business, Finance,
Intern Assignment:	Corporate - Finance
Hiring Manager:	Bart Hogan/Nicholas Prendergast
Job Address:	Billerica, MA
Is Location MBTA Accessible?	No, a car is needed
Hours Per Week:	(16-30 hrs) To Be Determined
Preferred Days of Week:	Days To Be Determined
Work Hours:	8:00- 5:00
Pay Rate and Travel Stipend:	\$15.00 / Hr + Travel Stipend

Company Overview:

Raytheon Company is a technology and innovation leader specializing in defense, security and civil markets throughout the world. With a history of innovation spanning 92 years, Raytheon provides state-of-the-art electronics, mission systems integration and other capabilities in the areas of sensing; effects; and command, control, communications and intelligence systems; as well as a broad range of mission support services.

Department Overview:

Enterprise Services – Finance, Contracts to Cash, which is a part of the Global Business Services group, provides enterprise wide services and expertise in contract set up, billing and collections activity. The organization is closely aligned with all business areas and functions across the corporation to drive superior operating cash flow and working capital utilization.

Job Description:

Raytheon Company is seeking intern candidates to work in the areas of Contracts to Cash. Some of the potential projects and responsibilities include:

- Support government billing audits
- Supporting process and technology improvement initiatives
- Generate reports to support metrics, operating efficiency and various management requests
- Provide support to contract archiving staff

The position will be representing the Raytheon Company to the various customer entities as well as representing the organization within the company.

Required Skills:

- All candidates must be eligible to receive US Department of Defense security clearance.
- Enrolled in business, finance or technical studies.
- Strong computer skills preferably with Microsoft applications (Word, Excel, and PowerPoint) required.
- Effective communication with all levels of management via email, telephone, and in person.

Desired Qualifications:

- A basic understanding of finance and accounting
- Some experience in a finance or office environment
- 3.0 or above overall GPA for coursework

Required Skills:

- Excellent written and verbal communications
- Excel experience (pivot tables a plus)
- Basic Accounting knowledge
- US Citizenship

Desired Qualifications:

- Experience with computerized accounting systems