



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER  
EDUCATION**

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The Office of the Secretary of  
Higher Education  
(OSHE)

NJ Career Accelerator  
Internship Grant  
Opportunities

Financial

## 1166 Federal Credit Union

95 Woodstown Rd; Unit C, Swedesboro, NJ 08085

**Accounting and Finance, In-person**, 1 open position

### Overview of Position

Learning Objectives: Review the following policies and insure accurate implementation.

Strategic Planning, Cash Management, Check Cashing, Vendor Management, Disaster Contingency Planning, Business and Trust Accounts, E-Commerce and Website, Troubled Debit Restructuring, Asset and Liability Management – Liquidity Management, Allowance for Loan and Lease Loss Impairment under CECL for Jan 1, 2023, Allowance for Credit Loss

### Responsibilities/Duties/Projects

**Accounting and Finance** duties can include the following:

Strategic Planning

- Understand how this is one of the most important parts of organizing a profitable and ongoing business

Cash Management

- Understand how managing cash flow affects Accounts Payable and Receivables

Check Cashing

- Fraud prevention – Insurance limits – Profitability - Goodwill

Vendor Management

- Contract review, organization and negotiations

Disaster contingency Planning

- What to do when the \$#@\*! hits the fan

Business and Trust Accounts

- Be able to define and identify the Legal and IRS taxable benefits of each

Address Change – Members Personal Information

- Why this is an important part of fraud prevention

E-Commerce and Website

- Compliance and Regulator oversight – Legal implications

Unclaimed property

- How and why – Complete annual remittance under NJ Law

#### Troubled Debit Restructuring

- Why and how this benefits the lender and the borrower

#### Bankruptcy Law - Types

#### Asset and Liability Management – Liquidity Management

#### Allowance for Loan and Lease Loss Impairment under CECL for Jan 1, 2023

#### Allowance for Credit Loss

#### Research and Develop CECL calculation for Held to Maturity Investments

#### Daily

- Monitor, verify and Evaluate Cash on Hand
- Monitor, settle, replenish and verify ATM and Visa Credit Cards
- Bank Reconciliation on Transaction account
- Learn by interacting with members. how humans, associate, interact and perceive money in their personal lives
- Review and formulate opinions based on current policy about investment types, terms and value will affect future business performance
- Learn how cash flow determines future business decisions
- Evaluate and Organize Contract Obligations – Discuss contract law and future business decisions
- Serve membership

#### Monthly

- Complete month end financials
- Learn Accrued and Prepaid Expenses and Income – Cash Flow
- Attend at least 1 Board Meeting – 3rd Thursday of Each Month

#### Quarter End

- Complete Federal Reporting

#### Personal Growth Objective

- Learn the Financing of Business
- Learn how knowing personal financing can create a positive future

#### *Desired Majors*

Open to all Majors

## *How To Apply*

Send resume to [hello@1166fcu.org](mailto:hello@1166fcu.org)

## **Absecon Capital**

*3101 Revere Blvd, Brigantine, NJ 08201*

**Finance Internship, Hybrid**, 5 open positions

### *Overview of Position*

About Absecon Capital

Absecon Capital, Inc. is a hospitality management and ownership group. Founded by a collection of professionally diverse visionaries, the Absecon Capital family of brands are disrupting and redefining the coffee and casual dining segments of the U.S. food and beverage market.

Our portfolio isn't a collection of acquired brands, but a magnum opus of original and scalable concepts we've hand built. Each concept emanates from our core values of relentless craftsmanship and an unyielding mission to provide products and experiences that are unrivaled in quality and freshness.

The cornerstone of Absecon Capital is our team—seasoned professionals whose expertise are matched only by our passion. Stellar stewardship allows us to maintain exceptional quality and execution even as we ambitiously expand our operations. At Absecon Capital, operational excellence is not just a Power Point buzz word, it's our battle cry.

Join us on this exhilarating journey as we set new precedents in disruptive hospitality.

Why Join Us?

We view the internship program as a mutually beneficial opportunity designed to equip students with real world experience, while learning from industry leaders in their functional area of choice. Our goal is that an internship at Absecon Capital will enable you to build your network as an early career professional, provide you with opportunities to work with startup founders and owners, and allow you to lead your own projects.

Working with a start up provides you with a unique opportunity to get in on the ground floor of a fast growing company. Return offers may be offered to soon-to-be-graduates.

### *Responsibilities/Duties/Projects*

**Finance Internship** duties can include the following:

- Learn about Absecon Capital, our corporate structure, and business strategies
- Think broadly about our data usage and suggest creative ways to analyze it
- Handle, manipulate, and analyze data for financial projections and business expansions
- Provide weekly, monthly, and quarterly P&Ls

- Review Quickbooks categorization and automation
- Develop skills in tax collecting and filing

### **Qualifications**

- Academic major of Finance or Accounting
- GPA of 3.0 or greater
- Currently enrolled as a full-time student at an accredited college or university. Rising Seniors or rising Juniors preferred
- Candidates should have an understanding of finance and accounting concepts and principles
- Desktop software skills, particularly knowledge and use of Excel, Word, Google Drive, Quickbooks
- Strong communication skills
- Self-starter with the ability to coordinate and prioritize various assignments
- Ability to research and analyze financial information, enjoying a heavy data and analysis component to your work
- Ability to interact as a team player
- Ability to complete assignments responsibly and function independently
- Be curious and ask questions

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Computer Science, Information Systems & Technology, Social Sciences

### **How To Apply**

Fill out the following form – <https://forms.gle/4ps2FvtB6HJ1DGfL6>

**Marketing Internship, Hybrid**, 5 open positions

### **Overview of Position**

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Working with a start up provides you with a unique opportunity to get in on the ground floor of a fast growing company. Return offers may be offered to soon-to-be-graduates.

### **Responsibilities/Duties/Projects**

**Marketing Internship** duties can include the following:

- Learn about Absecon Capital, our corporate structure, and business strategies
- Think broadly about our data usage and suggest creative ways to analyze it
- Handle, manipulate, and analyze user data for market segments analysis, product development, and business expansions
- Create daily social media, newsletter, and other marketing content
- Research trending products, music, and talent for content
- Develop marketing strategies to increase reach and engagement

### **Qualifications**

- Academic major of Business, Sales, Marketing, or another related area
- GPA of 3.0 or greater
- Currently enrolled as a full-time student at an accredited college or university. Rising Seniors or rising Juniors preferred
- Candidates should have an understanding of sales and marketing concepts and principles
- Desktop software skills, particularly knowledge and use of Excel, Word, Google Drive, PowerPoint, Email. Social media skills on Instagram, Facebook, Twitter, TikTok, Google Ads.
- Strong communication skills
- Self-starter with the ability to coordinate and prioritize various assignments
- Ability to research and analyze user information, enjoying a heavy data and analysis component to your work
- Ability to interact as a team player
- Ability to complete assignments responsibly and function independently

- Be curious and ask questions

### *Desired Majors*

Arts & Design, Business, Entrepreneurship & Human Resources, Humanities & Languages, Social Sciences

### *How To Apply*

Fill out the following form – <https://forms.gle/GV7LLepNgcgvgKbA9>

## **Bowman & Company LLP**

*601 White Horse Pike, Voorhees, NJ 08043*

**Accounting Intern, In-person**, 3 open positions

### *Overview of Position*

Internship with South Jersey's largest CPA firm. Interns will work directly with a partner and their team who will introduce them to the accounting field in either our Commercial Services Department or Governmental Services Department. Interns are considered part of the team with hands on experience for the duration of the internship.

### *Responsibilities/Duties/Projects*

**Accounting Intern** duties can include the following:

- Assist professional staff on assigned segments of audit/accounting engagements
- Perform smaller accounting engagements, such as compilation, reviews of financial statements and tax returns (as directed and supervised by engagement partner)

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Apply through <https://www.bowman.cpa/>

**IT Internship, In-person**, 1 open position

### *Overview of Position*

Bowman & Company LLP is the largest CPA Firm in Southern NJ and growing. We offer our interns the opportunity to grow and learn in a way that refine their abilities. Members of our leadership team have enjoyed a strong reputation and have held prestigious positions in the accounting profession. We are currently looking to hire one summer intern to our IT

Department. The intern will be exposed to every aspect of working in a department responsible for our network infrastructure, help desk tickets/troubleshooting and all security aspects used by the firm.

### **Responsibilities/Duties/Projects**

**IT Internship** duties can include the following:

- Perform inventory tasks
- Basic troubleshooting of reported issues
- Wire management and component replacement at user's desks. This can include monitors, docking stations, scanners, printers, etc.
- Ability to follow workflows, update and create tasks, manage personal workloads independently  
Configure and deploy workstations with assistance following pre-defined steps and project tasks
- Travel to offices to perform 'remote hands' work, as needed (be on a call with technician while performing steps and providing feedback)

### **Desired Majors**

Computer Science, Information Systems & Technology

### **How To Apply**

Apply through <https://www.bowman.cpa/>

## **Diamond Elite Merchant Services**

**Technology Implementation Specialist, Hybrid**, 2 open positions

### **Overview of Position**

This position is responsible for installation, configuration and set up of Clover equipment as well as pin pads. Responsibilities are, but are not limited to, implementation and all support on Clover inclusive of 3rd party apps. This position is the first point of contact for all new installations before moving over to the support desk, where this position still assists for technical support. The TIS is responsible for testing equipment in the office and ensuring the inventory list stays up to date.

### **Responsibilities/Duties/Projects**

**Technology Implementation Specialist** duties can include the following:

- Set up of all equipment
- Software configuration
- Installation of equipment



- Inventory Controls of Equipment
- Support to current merchants on their software & hardware issues/questions
- Training of new merchants
- Project - How AI can assist in our business and uses for AI. As well as researching the different AI platforms and what fits the company the best
- Project - What software we can integrate with and how to move forward with those integrations

### *Desired Majors*

Technologies & Technicians

### *How To Apply*

Send resume to [meggan@diamondelitems.com](mailto:meggan@diamondelitems.com)

## **HOLMAN FRENIA ALLISON P.C.**

**Advisory Intern, In-person**, 2 open positions

### *Overview of Position*

Collaborate closely with our clients, managers, and partners to analyze a spectrum of financial and non-financial data. This role transcends transactional processes, encompassing a broader range of advisory services designed to provide strategic insights and value to our clients.

### *Responsibilities/Duties/Projects*

**Advisory Intern** duties can include the following:

- Engage in qualitative assessments of ESG (Environment, Social, Government), DEI (Diversity, Equity, Inclusion), and other industry-relevant topics by researching market risks and staying informed about regulatory changes.
- Quantify, manage, and enhance the value of diverse assets, including capital projects, real estate portfolios, intellectual property, intangible assets, and securities.
- Gain exposure to various facets of advisory services, including mergers and acquisitions, litigation and disputes, bankruptcy and reorganization, financial reporting, taxation, and strategic planning.
- Participate in buy-side and sell-side financial due diligence engagements for private equity and strategic corporate buyers.
- Analyze historical financial statements and evaluate operational trends to identify sustainable earnings across multiple industries, with a focus on manufacturing and distribution.
- Uphold the highest professional standards and maintain strict client confidentiality throughout all engagements.

## *Desired Majors*

Business, Entrepreneurship & Human Resources

## *How To Apply*

Apply through <https://www.hfacpas.com/apply-online>

## **JMG CPAs**

*62 E Main Street, Somerville, NJ 08876, 349 Kinderkamack Rd, Westwood, NJ 07675*

**Accounting Intern, In-person**, 10 open positions

## *Overview of Position*

Join us for a 12-week paid Summer 2024 Internship designed to let you apply your classroom learnings to real world challenges. You will work alongside CPAs and other seasoned accounting, tax, and business management professionals and have the opportunity to learn new skillsets, work on projects, tax, management accounting functions as well as various accounting tasks. You will also learn the preparation procedure for federal and state income tax returns for a diversified pool of clientele.

## Work Hours & Benefits

We anticipate our internship to begin late May/early June and last through early to mid-August. For selected interns, we plan to extend offers for them to join us to work during the school year on a part-time basis (up to 20 hours a week with flexibility for time-off during exams, holidays, and school breaks).

During the summer, we expect our interns to report to our Somerville or Westwood offices Monday – Friday, between the hours of 9 am and 5 pm for a total of 40 hours a week.

Interns will be provided comprehensive training in various areas of public accountancy, including auditing, advanced accounting concepts, tax preparation and research, financial statement analysis, and management accounting. Interns will be empowered to engage in projects, prepare presentations, present findings, and participate in the implementation of such strategic decisions with management, the staff, or our service providers.

## *Responsibilities/Duties/Projects*

**Accounting Intern** duties can include the following:

- Understands the overall concept of the firm, including the service delivery, customer service, service development goals, and all other aspects of our business model.
- Rotates through our divisions of responsibility and provides ideas to grow and improve the business.

- Accepts designated, business-focus projects to research, propose ideas and solutions, and present final project during the internship.
- Engages with customers or clients and provides service and/or sales.
- Provide suggestions to management for improving customer service and internal processes.
- Learns and becomes proficient on internal software systems.
- Assists management in creating performance reports and other ad hoc projects.

### **Desired Majors**

Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume and transcripts to [hr@jmg-cpas.com](mailto:hr@jmg-cpas.com)

## **MedHealth Financial**

517 Rt. 1 South Iselin, NJ 08830

**Health Administration & Management Internship, In-person**, 2 open positions

### **Overview of Position**

MedHealth Financial is an expanding revenue management service delivering superior anesthesia billing services! We are easily and centrally located in Woodbridge, NJ.

We are looking for motivated, hard-working NJ college students interested in a paid internship opportunity at a company that values an extraordinary level of service in a collaborate team environment!

The MHF Health Administration Internship will provide you with real world knowledge and experience in many related Health Administration Business areas

At the end of your internship, you will have a comprehensive understanding of the day to day of an Anesthesiology Billing Service and requirements of a professional in Health Administration.

### **Responsibilities/Duties/Projects**

**Health Administration & Management Internship** duties can include the following:

- Become familiar with the medial billing and coding process and how to manage
- Learn the process and protocols behind medical data protection and HIPPA
- Learn anesthesiology medical coding and terminology
- Learn about compliance with of federal, state and local laws

- Observe and learn how to meet and exceed client expectations and experience and bring on new business
- Learn about medical revenue cycle management and maximizing profit
- Gain skills in business data analytics
- Grow your customer service, communication, and teamwork skills
- Learn medical billing systems, software, and platforms
- Work in an in-person professional office environment, learning office culture, policies and practices.
- Observe and learn management skills
- Assist the billing and management staff working on client projects

### **Desired Majors**

Health Professions, Business, Entrepreneurship & Human Resources, Computer Science, Information Systems & Technology

### **How To Apply**

Send resume and cover letter to [tmambrosio@medhealthfinancial.com](mailto:tmambrosio@medhealthfinancial.com)

## **Overhead Solutions Group, PA**

2 Route 37 W., Ste F #1082, Toms River, NJ 08753

**Accounting Internship, Hybrid**, 2 open positions

### **Overview of Position**

As an Accounting Intern at our firm, you will assist with financial reporting, gain hands-on experience in accounts payable and receivable, and support the finance team with monthly close processes. This role offers a unique opportunity to develop practical accounting skills and understand the inner workings of financial operations in a dynamic business environment. Ideal for students pursuing a degree in accounting or finance, this internship provides mentorship, exposure to real-world financial challenges, and a platform to enhance analytical and problem-solving skills.

### **Responsibilities/Duties/Projects**

**Accounting Internship** duties can include the following:

- Interns will be responsible for utilizing educational knowledge and experience to perform numerous accounting related responsibilities such as:
- Respond to client and firm associate requests in a timely, accurate, positive and professional manner
- Respond to inquiries from client and work with client to gather necessary information for completion of required documents

- Use data analysis skills to discover useful information and patterns to provide support in recommendations
- Proactively identify improvement opportunities in processes to enhance efficiency
- Prepare individual, business and fiduciary tax returns and projections in accordance with firm and professional standards as directed by leadership
- Understand and effectively use current tax and accounting software applications
- Research tax related issues and other related financial reports
- Communicate with engagement leaders regarding open items or other important matters in a timely manner
- Prepare (or review client prepared) financial statements and footnotes, management reports, and other reports as needed
- Develop technical competency with GAAP, especially related to assigned product line
- Bookkeeping for business clients using Quickbooks or other accounting software
- Bank reconciliations
- Recording journal entries
- Reconciling general ledger accounts
- Complete special projects as needed and other duties assigned

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Apply through <https://overhead.bamboohr.com/careers/25?source=aWQ9MTg%3D>

## **Ramapo College of New Jersey**

505 Ramapo Valley Road, Mahwah, NJ 07430

**Small Business Development Center Entrepreneurship Internship, In-person**, 1 open position

### *Overview of Position*

The Small Business Development Center at Ramapo College seeks an Entrepreneurship Intern. In this role, the Intern will be mentored by the Regional Director Vincent Vicari. They will prepare materials and equipment for public business events, community engagements, events hosted by regional chambers of commerce, and other content-specific events such as the Small Business Success program of Unibail Westfield Garden State Plaza in Paramus, NJ. As learning progresses, Interns will shadow industry expert consultants providing insight and research for consultant reports to clients. Based upon intern interests, they can choose finance, market engagement, accounting functions, business plans analysis. This program affords students to grow, utilize classroom learning, develop interpersonal skills, learn empathy and give back at a vulnerable time in their growing and academic development.

### Responsibilities/Duties/Projects

**Small Business Development Center Entrepreneurship Internship** duties can include the following:

- Join Zoom calls with consultants as part of a finance team helping package loan applications
- Attend training by a industry expert consultant over zoom
- Collect documents sent from client and organize for loan application
- Learn to edit business plans specific to loan application use
- Research industry date to prepare trend reports
- Gain experience providing feedback to consultants after zoom calls
- Attend NJSBDC statewide and National training webinars, and weekly calls with your lead consultant
- Summarize Zoom meetings to write narratives real time or recorded
- Book follow-up meetings with consultant and clients
- Organize electronic files into client subdirectories
- Assist other interns to support teamwork

### Desired Majors

Business, Entrepreneurship & Human Resources

### How To Apply

Send resume, cover letter, and transcripts to [vvicari@ramapo.edu](mailto:vvicari@ramapo.edu)

**Small Business Development Center Operations Internship, Hybrid**, 1 open position

### Overview of Position

The SBDC Center Operations Intern will work both on-site and remotely to learn the function of the SBDC and its support of the regional business community. As learning progresses, the Intern will execute select center operations under the mentorship of the Ramapo SBDC Regional Director Vincent Vicari, including marketing, communications, and general customer service. The Intern will engage with a multicultural audience in a fast-paced and dynamic economic development ecosystem, while learning how a grant-funded public service can make a difference to the private sector. Intern schedules will match that of the business community as the work of the SBDC aligns with non-traditional populations. Bi-lingual skills may be utilized both in spoken and written form.

### Responsibilities/Duties/Projects

**Small Business Development Center Operations Internship** duties can include the following:

- Clerical duties, data entry, phone, Zoom, office productivity software, ie. MS Office, Powerpoint, Word, Excel
- Provide customer service for in-office meetings
- Keep track of document files for clients applying for a loan
- Assist other interns to support a team approach to business services
- Attend occasional networking and training sessions with center staff
- Creating fillable forms to use as questionnaires and surveys
- Prepare handout packets for chamber of commerce events
- Assist at occasional ribbon cuttings, and assisting online methods of market engagement
- Interface with other partner governmental agencies
- Helping with zoom and occasional web meetings

**Desired Majors**

Business, Entrepreneurship & Human Resources

**How To Apply**

Send resume, cover letter, and transcripts to [vvicari@ramapo.edu](mailto:vvicari@ramapo.edu)