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Paid Accounting, Finance, and Procurement Internship

PenAir Credit Union is Hiring!



Accounting, Finance, and Procurement Intern

Fall 2026: 20 hours/week
Spring 2027: 20 hours/week

The UWF Talent Catalyst Program connects UWF students with paid internships that provide real-world experience, mentoring, and professional development while preparing them for successful careers.

PenAir is partnering with the **UWF Talent Catalyst Program** to provide students with hands-on experience. As an Accounting, Finance, and Procurement Intern at PenAir Credit Union, you'll gain hands-on experience supporting financial operations, strategic planning, treasury functions, procurement activities, and business decision-making.

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UWF Talent Catalyst
UNIVERSITY OF WEST FLORIDA



Accounting, Finance, and Procurement Intern Job Description

Company: PenAir Credit Union

Location: Pensacola, FL

Hours: Part-time, 20 hours/week

Term: Fall 2026 and Spring 2027

The AFP Intern will support key functions across the Accounting, Finance, and Procurement departments. This role involves working proactively with department stakeholders to ensure accuracy and timeliness of financial modeling and reporting. Responsibilities include preparing reports, enhancing analyses, and assisting with the month-end close of accounting books.

Major Duties and Responsibilities

Finance & Treasury: Assist the Treasury Analyst in preparing reports for the weekly internal ALM & Liquidity meeting; support the Finance team with preparation of forecasts and the Annual Financial Plan; assist the Financial Analyst with preparation of profitability reporting (NPV, IRR, ROI, etc.); and assist with internal audits and regulatory examinations.

Accounting & Financial Systems: Support the month-end close process; assist in preparing monthly board reports; participate in internal audits and regulatory exams; and assist with Workday system maintenance, support, and testing.

Procurement: Assist with the vendor review process; support the preliminary contract review process; help with the inventory management process; assist with the fixed asset audit review process; and participate in internal audits and regulatory exams.

Education and Qualifications

- Currently enrolled and in good standing in a bachelor's degree program in Accounting or Finance.
- Strong analytical, critical thinking, research, and problem-solving skills.
- Excellent written and verbal communication skills, with the ability to explain financial concepts clearly.
- Ability to prioritize tasks, manage multiple responsibilities, and adapt in a fast-paced, changing environment.
- Ability to work independently and collaboratively while maintaining positive, professional relationships.
- Strong attention to detail, accuracy, discretion, and professionalism.

Physical and Work Requirements: This position primarily involves sedentary office work and extended computer use. The employee must be able to operate standard office equipment, occasionally lift up to 10 pounds, maintain regular and timely attendance, and work effectively in a professional office environment. The role requires the ability to manage multiple priorities, follow written and verbal instructions, and perform accurately under deadlines.