

Paid internship NOW with the potential to be hired full-time after graduation!

Apply Now!

Paid Finance Internship

Florida SBDC is Hiring!



Finance Intern

Spring 2026: 10-20 hours/week

The Florida Small Business Development Center (SBDC) is seeking a Finance Intern who will provide support to the finance and government contracting department of the Florida SBDC Network Headquarters.

This position will provide the opportunity to develop and apply necessary real-world skills while attaining your UWF degree.

Apply today using the QR Code or visit our website:
uwf.edu/WorkforceDevelopment

The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development.

Email: workforcedevelopment@uwf.edu



UWF Talent Catalyst
UNIVERSITY of WEST FLORIDA
Amplified by Landrum

Finance Intern Job Description

Downtown Pensacola Office



Responsibilities

- Review activity reports and other performance data to measure productivity and goal achievement
- Budget preparation and review
- Creating complex Excel spreadsheets with budget and financial information
- Assist with Center invoices
- Process requests for reimbursement
- Reconciling financial records
- Maintain supporting documentation
- Monthly P-Card reconciliation
- Assist the Business Manager with day-to-day operations
- Make suggestions for process and procedure changes
- Responsible for the organization and maintenance of electronic files
- Assist the front office in answering phones
- Other duties as assigned

Qualifications

- Full-time UWF student pursuing a degree in Finance, Accounting or other business-related degree
- Knowledgeable Microsoft Excel, Word and PowerPoint
- Good written and oral communication skills
- Ability to work within a team and autonomously