



Internship Job Title: Accounting Intern

Company Name: Franklin Mutual Insurance Company
Street Address: 5 Broad Street
City: State: Zip: Branchville, NJ 07826
Phone: 973-948-8800
Fax: 973-948-7190
Supervisor's Name: Patty Francavilla
Supervisor's Title: Comptroller
Email: pfrancavilla@fmiweb.com

Start Date: Flexible

Hrs/Wk: 8:00 am – 4:30 pm

Approximate End Date: Flexible

Wages/Hr: TBD

Specific skills required for this internship:

1. Basic Excel proficiency
2. Good math skills
3. Organization and time management skills

Specific duties the student will learn to perform:

1. Bank reconciliations
2. Introduction to basic accounting transactions and understanding of general ledger
3. General understanding of insurance accounting