



Finance and Pricing Intern

3/21/2019

Classification: Non-Exempt. Please refer to Overtime policy.

The McKelvey Group, Inc. (TMG) will provide to its Finance and Pricing Intern (FPI) hands-on business experience in the areas of government contract finance, pricing, client account management, auditing, and general operations within a small business. The FPI will receive mentorship and guidance by working directly with senior team members.

The FPI provides pricing and excel support to TMG's Account Managers for its Government pricing proposal client accounts. These duties include learning and assisting with Government proposal requirements, Excel pricing model development, risk analysis, pricing strategy, cost volume development and co-ordination support. The intern will be required to work at TMG's headquarters, its Pricing office, as well as various client sites in the DC Metro area. Hours required are approximately 20 hours per week. TMG will work with your school so that college credits can be earned towards your degree if applicable. The position also has significant potential for permanent employment with TMG at the end of the internship.

Job Duties Include:

- Support the Account Manager in maintaining the client's pricing proposals
- Learn and develop pricing models in Excel
- Learn and develop cost volumes in response to Request for Proposals (RFPs)
- Handle pricing phone calls, stand up calls, questions and deliverables
- Proof, edit, and write reports, procedures, or summaries as necessary
- Communicate closely with- and provide updates to Account Manager(s) on assigned tasks

Job Requirements Include:

- Finance, Accounting or Math major,
- 20 hours per week
- Great attention to detail
- Effective communications skills
- MS Excel expertise preferred
- Must have own cell phone and transportation (for traveling to client site)
- Team oriented and flexibility
- Ability to take direction and the desire to learn and grow

Company Profile:

The McKelvey Group, Inc. (TMG) is a consulting firm in Gaithersburg, MD providing advisory and outsourced services for Federal contractors and commercial companies. TMG focuses on small to mid-sized businesses experiencing or planning for significant growth. TMG services include finance and accounting support, Government proposal development, business valuations, and customized training.