



Boston Redevelopment Authority

TITLE: FINANCE INTERN UNPAID FALL/WINTER 2009

SUMMARY OF RESPONSIBILITIES: Under the general supervision of the Deputy Director for Financial Services and the Senior Finance Manager, provide analytic and programmatic support to the Boston Local Development Corporation (BLDC) and the Boston Industrial Development Financing Authority (BIDFA) as well as to other Economic Development programs and projects as assigned.

Assemble and prepare all relevant materials required for BLDC Board review. Compile BLDC Board packages to include: business plans, credit and financial analysis on potential borrowers or borrower's tenants; preparation of pro forma operating statements, sources and uses of funds statements, credit reports, industry background information, collateral asset protection charts and debt service coverage analysis.

Participate in all BLDC and BIDFA Board meetings, take notes and ensure minutes are prepared. Assist in preparation of materials for distribution and presentation to each Board. May schedule Board meetings, contact board members regarding attendance and assist in development of the meeting agenda. Write board summary materials and resolutions, commitment letters and bond documents.

Assist in maintenance of the BLDC and BIDFA loan portfolios, including reviewing, updating and summarizing existing portfolio credit file documents and outstanding bond issues. May conduct site visits or contact clients by telephone or in writing to obtain information to update loan and bond files, such as periodic financial statements, proof of insurance coverage, etc. Perform credit analysis of existing BLDC portfolio accounts and identify at risk assets. Make credit recommendations to senior staff and arrange custom workouts with troubled accounts to assist distressed borrowers and protect BLDC assets. Assemble data and prepare reports on portfolio and Corporation's activities for governmental agencies and internal use.

Prepare reports on BIDFA's portfolio of closed bonds. Service existing portfolio such as review of semi-annual employment progress reports, and monitor documentation of insurance, bonding, etc. Assist in the writing and design of informational materials for BIDFA and BLDC. Perform other related duties as required.

QUALIFICATIONS: Must be a currently enrolled student in a Finance related Baccalaureate Program. Must have working knowledge of Microsoft Excel, Word, and Access.

DATES of INTERNSHIP

ASAP* Duration of Internship and hours are subject to negotiation up to 35

ALL INTERNS MUST BE CURRENT STUDENTS

**Students must supply a transcript (proof of current enrollment) prior to hire.*

***Position is located at Boston Marine Industrial Park, South Boston**

Forward resume and cover letter to:

BRA, Human Resources
43 Hawkins Street
Boston, MA 02114
E-Mail: HR.BRA@cityofboston.gov