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**Job Title: (Freshman/Sophomore) Intern, Accounting/Office of Business and Finance, TN Board of Regents, Nashville, TN**

**Business/Location:**

Tennessee Board of Regents  
1 Bridgestone Park, Nashville, TN 37214

**Requirements:**

**Minimum requirements**

- Enrolled as an undergraduate in a **two-year** or four-year program in the fields of accounting, finance, or related field.
- Will work mid November 2025 – May 2026.
- A minimum of one (1) year of coursework.
- Ability to travel to and from the Tennessee Board of Regents office in Nashville, TN (occasionally) for in-office work and training.
- Internet access for remote work.

**Preferred...**

- Basic knowledge of financial reporting requirements of GASB.
  - Extensive progress toward a degree.
  - Previous experience working within the accounting, finance, or business field either in a professional or volunteer setting.

**Responsibilities include but are not limited to:**

- See internship description and application at [Intern I - Business and Finance - Nashville, Tennessee, United States](#)
- Assist with accounting entries and other accounting functions.

- Assist Senior Accountant with the day-to-day activities related to grant or special appropriation fund tracking and reporting.
- Assist with special projects as assigned by the Senior Accountant or Director of TCAT Accounting.

**Contact Information:** Alisha Fox, [alisha.fox@tbr.edu](mailto:alisha.fox@tbr.edu)

**Send Resume to:** Please apply online at [Intern I - Business and Finance - Nashville, Tennessee, United States](#)

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Carol Pham, Career Counselor, at 901-475-3105 or email at [cpham@dsc.edu](mailto:cpham@dsc.edu) or contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email [pfeifer@dsc.edu](mailto:pfeifer@dsc.edu). Check out the DSCC [Career Counseling](#) webpage. Upload your resume to: [www.jobs4tn.gov](http://www.jobs4tn.gov).