



# Maryland

## Energy Administration

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
Mary Beth Tung, Director

Join the Maryland Energy Administration as we transform energy for the State of Maryland. You will have an opportunity to work on the cutting edge of shaping and implementing Maryland's energy policies. We are looking for the best and the brightest interns to join the team that is quickly making Maryland one of the nation's leaders in Clean Energy. You will have the opportunity to learn and understand State and Federal energy programs, policies and processes as they are developed.

**Accounting Intern:** MEA is seeking assistance with several special projects related to accounting and updates of the agency's financial data base system. The intern will also assist in implementing new policies and procedures in the areas of accounts payable and accounts receivable. Internship is best suited for candidates entering the sophomore or junior year of their undergraduate studies, pursuing a degree in a field such as Accounting or Finance with a working knowledge of accounting and financial concepts and possessing a keen attention for detail.

**All Successful intern applicants should possess:**

- Analytical acumen
- Experience in, and command of, MS Office products (database experience is a plus)
- Professional demeanor and communication skills
- Interdisciplinary skill set and ability to meet deadlines
- Willingness to learn and become a part of a team
- Passion for energy, policy, sustainability, economic development and the environment

**To Apply:** Please send a cover letter and resume by email, with the "Accounting Intern" in the subject line to [jobs.mea@maryland.gov](mailto:jobs.mea@maryland.gov). Qualified candidates will receive notification of receipt and only the top candidates will be invited to interview for the position.

"Administrative Assistant for Support Services" in the subject line to [Jobs.MEA@maryland.gov](mailto:Jobs.MEA@maryland.gov). Candidates will receive notification of receipt. Only the top candidates will be invited to interview for the position.

**Salary:** Salary is commensurate with experience.