



Housing Authority of the City of Milwaukee
809 N. Broadway
Milwaukee, WI 53202
Phone: (414) 224-0528

PAID COMPLIANCE INTERNSHIP

Job Description: The Housing Authority of the City of Milwaukee (HACM) is seeking a Compliance Intern to assist in supporting the Business & Compliance Analyst. This is a position that will involve working approximately 20 to 25 hours per week; up to 40 hours per week during the summer.

Agency Profile: HACM is an internationally-recognized provider of innovative housing and neighborhood solutions. HACM currently provides high-quality, safe and affordable housing options to over 10,000 households, the majority of which are comprised of low-income families, seniors and disabled adults. In addition, HACM provides a wide range of programs and services to improve quality of life for its residents and assist them in attaining self-sufficiency.

Responsibilities: Assist the Communications Coordinator with a variety of projects, which may include:

- Financial statement analysis Economic, market and industry research
- Development and preparation of financial models for the valuation of businesses, debt and equity instruments and intangible assets
- Valuation of complicated financial derivatives
- Report preparation

Qualifications: Graduate student or undergraduate pursuing a Bachelor's degree in mathematics, finance, accounting, or economics

- Excellent oral and written communication skills
- Professional and reliable demeanor with ability to meet deadlines, to multi-task and to remain flexible to adapt to changing priorities
- Ability to work with a range of people and show sensitivity to individual differences
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)

Our internships offer you the opportunity to:

- Explore Career Opportunities – by working in the field you have chosen, you can receive an inside look at your potential career path through hands on strategizing and planning
- Network – meet a variety of people in your profession through your internship, allowing you to form relationships you can build on in the future
- Find Mentors – certain individuals can help guide you through your internship and expose you to opportunities to which you can aspire

Response: Interested individuals should mail or email their cover letter and resume to:

Housing Authority of the City of Milwaukee
Attn: Crystal Reed-Hardy, Human Resources Manager
PO Box 324
Milwaukee, WI 53201
chardy@hacm.org