

Staffing Request Form

REQUISITION FOR PIC Summer Jobs Campaign 2008

REQUISITION NO.	DIVISION NAME	DEPARTMENT NAME	HIRING MANAGER	EXT.		
PIC08 – 045	STATE STREET ALTERNATIVE INVESTMENTS	ALTERNATIVE INVESTMENTS FINANCIAL REPORTING	Yves M. Baril	6-7980		
JOB TITLE						
PIC – 2008 Summer Intern						
JOB BAND NAME	JOB BAND #	COST CENTER	LOCATION	JOB TYPE	WEEKLY HOURS	DAILY HOURS
Associate 1	999	Not Required	Copley Place	Part-Time	36.25	FROM: 9:00am TO: 4:25pm
DEPARTMENT DESCRIPTION:						
Alternative Investments Financial Reporting						
POSITION DESCRIPTION:						
Responsible for preparing and analyzing semi-annual and annual financial statements and Schedule of Investments in accordance with Generally Accepted Accounting Principles (“GAAP”) or other basis of reporting for Alternative Investments Funds (Hedge Funds / Private Equity Funds).						
Job Responsibilities						
<ol style="list-style-type: none"> 1. Set up and maintain reporting binders for each fund during a reporting cycle. 2. Ensure all documentation used to calculate and support all financial statements disclosures is received and is accurate. Research and resolve all issues, as applicable. 3. Prepare interim and annual financial statements and Schedule of Investments. 4. Perform planning procedures in order to identify any issues prior to the reporting cycle commencing and work with applicable parties to resolve. 5. Act as a liaison between Financial Reporting and Fund Accounting to collect all information necessary to complete the financial statements and to resolve open items and/or issues. 6. Perform a detailed review of the general ledger balances, identifying issues and initiating the resolution of those issues with applicable parties 7. Ensure the accuracy and reasonability of amounts disclosed in the financial statements. 8. Prepare financial statements disclosures based on Regulatory requirements. 9. Follow all procedures regarding financial statements preparation and sign off on all required checklists. Recommend and implement enhancements to procedures based on knowledge and experience obtained during the preparation process. 10. Ensure adherence to the production calendar. 11. Coordinate distribution of financial statements. 12. Assemble financial statements draft, all supporting documentation and calculations and note open items for client's receipt and attention 13. Coordinate the receipt of comments on financial statements drafts from external (and internal) parties. Ensure the timely research, resolution and processing of comments. 14. Perform other special projects or tasks assigned. 						

CLASSROOM IN THE WORKPLACE (CWP) – MCAS PREP PROGRAM:

An MCAS Prep student needs extra study time during the summer to prepare to take or re-take the Massachusetts Comprehensive Assessment System (MCAS) test. As required by the Education Reform Law, students must pass the grade 10 tests in English Language Arts (ELA) and Mathematics as one condition of eligibility for a high school diploma (in addition to fulfilling local requirements).

An MCAS Prep student will be in class every day for the entire 7 weeks of the PIC Summer Jobs Campaign from 8 a.m. to 10:30 a.m. MCAS Prep students are paid for the time they are in class. In addition, you may keep your MCAS Prep student until the November re-test for several hours after school as part of the fall CWP program. Please indicate whether or not you prefer to have a PIC student who will participate in MCAS Prep. Select "Yes" if you approve by marking an X next to the option.

YES X

NO

CLASSROOM IN THE WORKPLACE (CWP) – SAT PREP PROGRAM:

An SAT Prep student is given the opportunity to attend free SAT preparation sessions at State Street Corporation during the summer. SAT Prep courses range from \$200-\$500 dollars, an amount that many students cannot afford. SAT Prep allows students to focus on various academic areas and increases a student's chances to obtain higher scores on the exam. Students are required to take the SAT exam in order to become enrolled in an accredited higher education institution.

An SAT Prep student will be in class 3 days a week (Tuesday, Wednesday and Thursday) for the entire 7 weeks of the PIC Summer Jobs Campaign from 9 a.m. to 10:30 a.m. SAT Prep students are paid for the time they are in class. Classes are small, with 5 junior-level students per tutor in the program. Please indicate whether or not you prefer to have a PIC student who will participate in SAT Prep. Select "Yes" if you approve by marking an X next to the option.

YES X

NO