Southern California Edison Employment Opportunity

This is not an internship but a temporary 3-6 month position for recent graduates with at least one summer job (typically one-yr experience) in MIS/Accounting. For the right candidate, this position may turn into a regular full-time position after 3-6 months.

**Job Description:** This temporary position will report directly to the Senior Manager of MRSI (Management Reporting and System Integration) and will support the MRSI management team with data analysis, SAP report generation, power point presentation development, report writing, tracking projects and budgets, scheduling meetings, taking meeting notes, developing process flows, clerical and administrative tasks (20%-30%) as assigned.

**Job Requirements:** BS in Accounting, MIS or Business Administration or related field or an equivalent combination of education, training and experience. The candidate must possess good communication skills and ability to perform basic quantitative analysis gathering, documenting, analyzing and presenting data and information. The candidate will possess zero to three years of experience in the field of accounting and/or MIS. Recent graduates must have summer job experience in the field of MIS working for a medium to large organization. Typically possess one-yr of experience in MIS and/or Accounting.

Must have good knowledge of accounting (financial statements) concepts and financial information systems. Proficient in PowerPoint, Excel and Word. Proficient in data analysis, report writing and developing PowerPoint presentation for senior management. Preference given to candidates with experience in SAP reporting (financial), financial statement analysis and MS Office products including PowerPoint.

Duration: 90-180 days; this position may turn into a regular full-time position.

This position to be filled on or before June 30, 2010.

Email resume to:  naimul.islam@sce.com

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