



1250 45<sup>th</sup> St., Suite 315, Emeryville, CA 94608

## Finance or Accounting Intern

### FINANCE OR ACCOUNTING INTERN

#### Description

Company is looking for a Finance/Accounting intern. The student filling this position will handle a wide range of important duties. This position would be up to 15 hours per week.

#### Responsibilities

- Assist with month-end financial reports procedures
- Help with accounts payable Assist with audits
- Balance sheet reconciliations
- Work with the finance team on various internal auditing tasks
- Support the payment processing team
- Data entry

#### Requirements

Applicants should be Business, Finance, Economics or Accounting majors with proficient in Microsoft Office applications. Attention to detail, the ability to multi-task and excellent communication skills are all essential to this position.

#### Majors

Business, Finance, Economics, Accounting