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# Example of Intern, Business Job Description

Our growing company is looking for an intern, business. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for intern, business

* Translates ideas or concepts into S.M.A.R.T
* Sort, scan, process, and file vendor and customer invoices received by mail, fax or e-mail
* Ensure invoice batches are successfully processed through invoice processing system and resolve any Invoice errors in a timely and accurate manner
* Respond to Vendor and Customer inquiries
* Research, resolve, and respond to employee’s expense processing tickets reported through the help desk system
* Assist Expense Processing team with auditing travel & entertainment transactions and purchasing card transactions
* Assist Payroll Analyst processing domestic payroll, garnishments and employee verifications
* Generate reports and communicate payroll changes to internal and external business partners
* Research and respond to payroll questions
* Maintain confidentiality of all payroll, expense processing and accounts payable data

## Qualifications for intern, business

* Financial modeling and business case creation
* Understanding or experience working in/with SaaS businesses and pricing desired
* BI tools experience like Tableau, Qlikview nice to have
* Must have obtained at least Junior status in a Bachelor degree program with an focus in Business Process, Instructional Design, Journalism, Creative Arts
* Requires strong analytical, problem solving and troubleshooting skills with the ability to exercise mature judgment
* Working knowledge of financial markets, with an emphasis on derivatives and clearing preferred