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# Example of Intern, Finance Job Description

Our growing company is searching for experienced candidates for the position of intern, finance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for intern, finance

* Implement process improvement initiatives to maximize the facility’s performance to make transactions easier for Finance, Credit, and Customer Service Departments
* Support and streamline e-commerce Fraud Management
* ROI, payback analysis for capital investments
* Performs other financial duties as required
* SalesForce.com support (credit cases investigation)
* Support credit card inquiries from customer service
* Preparation of balance sheet reconciliations, including variance analysis
* Posting of monthly journal entries
* Bank account and credit card reconciliation
* Prepare and distribute daily metric reporting each morning – sales, shipments, on-time delivery, labor metrics and overdue backlog

## Qualifications for intern, finance

* Provide assistance in maintaining and updating employee expense files
* Provide analytics and reviews relating to future international releases to aid decision making
* Assist with month-end processes
* Responsible for assisting A/R and A/P accounts in processing payables and receivables preparation including data entry, collating, review and processing of invoices
* Assist in the preparation of cash flow projection by compilation and analysis of the program acquisition deal memos
* Must be in their senior year of obtaining a Bachelor's degree and/or have graduated within the previous 12 months with a Bachelor’s degree