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# Example of Reporting Intern Job Description

Our company is looking for a reporting intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for reporting intern

* Responsible for the daily and monthly control of the delivery of the reports
* Preparation of Client Reporting’s Monthly Metrics
* Ensure all deadlines and deliverables are met, both individually and as a team
* Respond to business, client and third party queries in a timely and efficient manner
* Ensure that all client reporting issues are being tracked and addressed to proper team
* Send all internal communication
* Support the Reporting team in the Monthly & Quarterly close process
* Support the planning sessions
* Work on projects related to the European holding company, to build sustainable processes and infrastructure to support business needs
* Support the reporting team with Ad Hoc analysis required for the leadership team

## Qualifications for reporting intern

* Proficiency with desktop applications
* A great opportunity to be considered for a full-time career in internal audit upon graduation
* U.S. work eligibility required
* Current enrollment in Accounting/Finance undergraduate degree program
* Professionalism in communication, both written and verbal
* College degree preferred with concentration in technology or statistics