



Example of Financial Intern Job Description

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

Responsibilities for financial intern

- Gather and input data into models and schedules
- Assist with reconciliations, journal entries and month-end closeout
- Previous accounting experience is preferred but not necessary
- Participate in planning and preproduction of the 2016 Annual Report
- Positions may involve Tracking of IGO/NIGO Netx360 issues, help create forms and templates
- Responsibilities and office location will be in Agoura Hills, CA
- Developing and analyzing reports to assure efficiencies with audit reviews
- Prepare and record quarterly journal entries into the PeopleSoft Ledger system
- Obtain information, via queries or drilldowns, from the PeopleSoft Ledger system
- Assist with Records management tasks (physical and electronic business records)

Qualifications for financial intern

- Proactive, self-motivated and capable to motivate the other
- A basic understanding of research and media list building tools (Factiva, Edge)
- Familiarity with the public relations and communications disciplines through past coursework or other internships
- Students seeking a Bachelor or Master's degree in Accounting or related

- Work directly with dealers, customers, or equipment division personnel