



IN-FI-00 Finance Intern

The Finance Department is responsible for managing Document Managers' cash flow, payroll, and investments and reports on all of Document Managers' financial activities.

Job Description

- Validate daily supplier invoices
- Assist with monthly bank reconciliation
- Reconcile accounts to general ledger by preparing spreadsheets
- Prepare next year's budget worksheets for departments to complete
- Prepare finance department's budget for next year
- Assist with monthly meter read reconciliation
- Support Finance Manager in Accounts Receivables and Accounts Payables

Additional Requirements

- Must be an accounting/finance major
- Detail oriented and organized
- G.P.A. of 3.0/+
- Current student

Submit your resume, transcripts, 3 references and a writing sample to Shamika Davis, Operations Manager at hr@documentmanagers.us

