

WEIGUOSOLUTIONS

Job Description		
Position: Finance Intern - Bottomliner		
Reports to: Director of Finance		
Responsible to: All things finance	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Intern	Hours: 45/week <input type="checkbox"/> Salary <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Internship
Job Description: Thank you for your interest in our finance and accounting department, where everybody <u>counts</u> . A Bottomliner will handle a wide range of important mind numbing duties.		
What we require: Must be punctual. Must have a clue. Must love dogs. Must have patience and a great sense of humor. Must have executive hair. Must understand unpaid internships will be metaphorically enriching.		
What you will do: Assist with month-end financial reports Post journal entries Help with accounts receivable, payable and bank statement reconciliation Assist with audits Balance sheet reconciliation Manage the monthly tracking of our physical inventory Support the payment processing team Data entry Credit checks		
What you will learn: How to make stuff. How to count stuff. How to ship stuff. How to sell stuff. How to work and communicate with a diverse team of people from around the world. That you will teach as much as you will learn. That Weiguo Solutions is hard to say, impossible to forget		

Employee Signature:

Manager Signature:

Date:

Date: