**Finance Intern**

**Description**

A non-partisan candidate for Mayor of Toledo is looking for a Finance/Accounting intern. The student filling this position will handle a wide range of important finance and accounting duties. This is an unpaid internship, but will be a great networking opportunity and excellent resume / experience builder.

**Responsibilities**

* Assist with month-end financial reports
* Post journal entries
* Help with accounts receivable, payable and bank statement reconciliation
* Assist with audits
* Balance sheet reconciliation
* Work with the finance team on monthly forecasting efforts
* Support payment processing
* Data entry

**Requirements**

Applicants should be Business, Finance, Economics or Accounting majors with proficient in Microsoft Office applications. Attention to detail, the ability to multi-task and excellent communication skills are all essential to this position.

**Majors**

Business, Finance, Economics, Accounting