FINANCE INTERNSHIP

The internship will provide an opportunity to assist in financial and administrative functions. The intern will also gain a general overview of the Japan Society's programs and events.

Responsibilities may include:
- Assist Finance team with annual audit preparation
- Prepare, organize and maintain files and reports
- Input invoices for payment
- Maintain and update databases
- Perform various administrative duties as needed
- Assist in various projects

Requirements:
- Good interpersonal, verbal and written communication skills
- Proficiency in Word and Excel
- Some Finance or Accounting experience, or coursework required
- A quick learner who is detail-oriented and very organized will succeed best in this role.

Internship Dates and Time Commitment:
- Spring semester and the 2020 academic year, two days a week, 10-4pm Tuesdays and Thursdays

Learning Opportunities:
- Accounts payables/general office procedures

To Apply: Email resume and cover letter to mmartinez@japansociety.org. Please indicate name of internship in email subject line.