

# Finance & Accounting Internship



*Close to USA*

Full-time - 12 to 18 months- \$3500/months - NYC

## Description of the company

A Luxury French brand based in New York city is looking for a Finance & Accounting Intern to join their great team.

## Missions:

- Assist in the finance and accounting department, and help execute the various strategies and responsibilities needed in the business and safeguarding of our assets.
- Assist the department with general administrative & financial tasks and work load
- Assist with the processing, coding, and reconciliation of various invoices
- Ensure the timely reconciliation of cash and tender reports for each store across the country, and assist with store banking procedures
- Ensure the proper record and up-keep for stores' deposit logs, and customer check deposits
- Help maintain proper cash flow within the stores, and assist with bank reconciliation

## Skills

- Previous work experience in financial and/or accounting departments
- French Accounting skills a plus
- Proficiency with different computer programs and software
- Excellent communication skills – both verbal and written