



Finance Intern

Job Title: Finance Intern	Division/Department: Finance
FLSA Status:	Reports to: Controller
Supervision: Finance	Last Revision Date: March 2021

GENERAL PURPOSE OF THE POSITION

The Finance Intern is responsible for various finance and accounting tasks as directed by the Controller and/or CFO. The internship will include at least one major finance department project which will require a project end report to the executive staff.

FloraCraft will assist student and/or college/university in trying to obtain internship credits for the student (if possible and needed), but the responsibility lies with the student.

ESSENTIAL DUTIES AND RESPONSIBILITIES

As a Finance intern, this role will play an instrumental role in providing data and analysis to key decision makers with FloraCraft Corporation. This position will require that the intern utilize their analytical ability and knowledge of finance and financial metrics to assist our Finance team. The intern must be adept at or willing to learn how to utilize financial modeling, market research and internal resource to develop the required information.

The intern must be prepared to contribute to large, complex projects with the expectation of completing a significant portion of the project. Finally, the intern must have a good understanding of financial metrics, economic theory and principles and have familiarity and interest in quantitative analysis.

We expect a successful Finance intern to have the following:

- The ability to exceed expectations and cultivate and maintain relationships with internal customers, executives and key stakeholders
- The willingness to go above and beyond; ensuring excellence and satisfaction
- Proficient computer skills in Microsoft Excel, Word, PowerPoint and Edge
- Demonstrates ability to interpret, create and analysis of financial spreadsheets
- Dependability and reliability with a high level of accuracy in all areas of work
- A driven personality exhibiting a committed attitude toward success, and improving upon individual strengths and weaknesses
- The ability to be highly detail oriented
- The ability to work as part of a team collaborating and cooperating together and sharing successes.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Specific potential Financial intern projects:

- Review and administer historical FloraCraft financials – Income Statement, Balance Sheet, Cash Flows – in order to develop historical variance analysis
- Develop and analyze new Corporate financial metrics for Finance PowerBI platform
- Develop, perform, analyze and review benchmarking for FloraCraft financial ratios
- Assist Corporate controller with updating the Corporate Expense policy
- Assist with development of Corporate Record Retention policy
- Ad-hoc reporting
- Perform other miscellaneous job-related duties as assigned
- Special projects as assigned

SKILL AND ABILITIES REQUIRED

- Must have knowledge of general accounting procedures
- Proficient skills in Microsoft Office 365, especially Excel, Word, PowerPoint and Edge
- Experience with Plex Manufacturing ERP system preferred
- Must be proficient in data entry and time management
- Must be organized and pay attention to detail and accuracy
- Strong skills in using discretion, maintaining customer confidentiality and honesty
- Good problem-solving skills

COMPUTER EQUIPMENT AND SOFTWARE EXPERIENCE

- Intermediate level of proficiency in Microsoft Office 365 (Excel, Word, PowerPoint, Edge, & Outlook)
- Latest computer technology -- working connection with all of company's programs and systems.
- Experience with or ability to learn Plex Manufacturing software.

EDUCATION/EXPERIENCE REQUIREMENTS

- Candidate must be actively pursuing a minimum of a BA or BS in Finance, Economics, Business, Accounting or related field as determined by hiring manager

WORKING CONDITIONS/ENVIRONMENT

- This position works Monday through Friday, 8:00 a.m. to 5:00 p.m., unless otherwise agreed upon.
- Working conditions are consistent with a typical office environment and are usually quiet.
- While it is not expected for this position, work may require weekend and/or evening work. Therefore, the employee must be able to work additional hours during the payroll week, which can be more than forty (40) hours per payroll week.

MISCELLANEOUS

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.