

## Job Advertisement

SUNY Korea

Job Title: Finance & Accounting Team Intern	
Job Code:	Grade:
Reports to: Finance & Accounting Team Leader	
Salary Range: TBA	
Priority Deadline: ASAP	

SUNY Korea is excited to announce an internship opportunity at Finance & Accounting Team. At this position, an individual will be responsible for tuition management, supporting financial closings, etc.

### Responsibilities:

- Overall tuition management:
  - Issuance the billing statement
  - Tuition Collection
  - Tuition-related work
  - Daily check the deposit, tuition and application fee received details on bank.
- Financial Closing
  - Support monthly, quarterly, and yearly closing
  - Create monthly revenue recognition file for tuition fee
- Support for Account Payables of University fund – Wire Transfer
  - Weekly Wire Transfer - through Groupware
  - Check the classification, the ratio of programs etc.