

Finance Team

Dept./Office	Administration
Team	Finance Team
Position	Intern
Reports to	Finance Team Leader

Position Summary

SUNY Korea is seeking a meticulous and proactive individual to join the Finance Team as a new intern. In this role, a Finance intern is responsible for processing, recording, and reconciling a variety of accounts receivable (A/R) and accounts payable (A/P) transactions.

Responsibilities

[A/R]

- Calculate, prepare, and issue a variety of financial documents including tuition billing statements, tuition receipts, course fee statements, and other account statements
- Monitor student accounts for validity of records, fees, payments and other charges, and process refunds
- Complete financial forms including journal entries and balance sheets, and update data in spreadsheets

[A/P]

- Monitor corporate card transactions, ensuring accuracy and completeness of payment reports
- Collect and review payment request forms for proper documentation and approval prior to payments
- Process wire transfer requests with payment request forms with all supporting documents

[Other General Accounting Tasks]

- Investigate and resolve a variety of issues related to status of accounts and processing of payments
- Assist with monthly, quarterly, and yearly financial reporting and with external auditors as needed
- Support supervisors as needed

Qualifications

- Bachelor's degree in business administration, accounting, finance, or related fields
- Business level or higher communication skills in English

Required Skills, Knowledge and Abilities:

- Strong work ethic, integrity, and reliability
- Ability to maintain confidentiality regarding the University and financial information
- Proficient in MS Office, particularly Excel for financial reporting