

## **INTERN ACCOUNTING**

Roku Management Consulting LLC. (RMC) is an up-and-coming small business that utilizes experts to engage and assist business leaders with achieving practical results that focuses on people, processes, performance, and profits. In collaboration with our numerous partners, we focus on innovative strategies and solutions for sustainable growth and performance. As a result, our efforts have enabled small businesses to increase their bottom-line profits, expand their workforce, and enhance their business portfolio.

### **Job Description:**

The main purpose of this intern position is to assist in developing financial policies, procedures, accounting ledgers etc. for RMC which includes sales commission projections and quotas.

### **Responsibilities include, but are not limited to:**

- Setting up accounting systems with line of accounts.
- Establishing and preparing journal entries.
- Researching and establishing competitive sales commission.
- Opportunity to deliver clear, cohesive, compelling presentations to leadership teams in/outside of Finance.
- Perform financial analysis, strategic business analysis and detailed industry research.
- Contribute to team discussions and client meetings.
- Assist in developing process improvement initiatives.
- Develop month-end close processes.
- Prepare balance sheet account reconciliations.
- Assist with tasks related to the year-end audit and annual tax preparation.
- Provide financial reports.
- Attend monthly business review meetings.

**\*\*\*Final project to be presented to leaders of RMC.**

### **Minimum Qualifications:**

- Current college student with a focus in Accounting.
- Knowledge of Microsoft Office programs including Excel, Word, and PowerPoint.
- Rising senior or rising junior working towards four-year undergraduate degree.
- Minimum overall 3.5 GPA

### **Preferred Qualifications:**

- Course work in Finance, Accounting, Economics or Business-related area.
- Proven experience with financial/quantitative data analysis.
- Written and verbal communications skills, with ability to formulate clear and concise executive "messages" to internal and external audiences from complex topics.

- Ability to deliver results in a fast-paced environment, manage multiple projects, solve problems, and think strategically/critically.
- Pro-active, good comfort level with working in an often-ambiguous environment, anticipating needs, and staying ahead of them.
- Interpersonal skills and high level of comfort/ease to interact with all levels of the organization.
- Organized with attention to detail.
- Uncompromising integrity and ability to maintain strict confidentiality.

### **Salary and Benefits**

We will provide the intern exceptional exposure to working at a start-up and professional mentoring in government, and business. If the internship works well, we hope to extend an employment offer and equity depending upon business growth opportunities.