



Job Description – Intern Finance

Department: Finance

Reports to: Finance Operation Team

Position Summary

Finance team provides a broad range of professional accounting and good customer services for not only internal faculty and staff but also diversified external clients in a dynamic and rapid growing environment. Intern in this role will be assisting with various matters relating to administrative support and ensure the documents kept secure in Finance Department of NYUSH.

Responsibilities

- Financial documents filing, scanning, printing, copying etc.;
- Receiving visitors, and guide visitors to the appropriate individuals, or department
- Internal materials translation;
- Preliminary review of expense reimbursements;
- Student tuition receipts delivery management;
- Payment preparation support;
- Other Ad-hoc assignments.

Qualifications/Requirements

- Good English written and oral communication skills;
- Good problem solving skills, and good time management skills;
- Willing to help others;
- Available 4-5 days a week for work