



Finance Internship

- Time frame: May 17th, 2021 - August 13th, 2021
- Weekly Hours: 8 to 20 hours per week
 - Flexibility: schedule will work around the intern's class schedule, exam preparation, university holidays, and any other school-related responsibilities

Job Description:

The Finance Intern aids in the accounting, organization, and structure of the money for Ryan Ace Music. He/She will accomplish this by maintaining our bookkeeping through Quickbooks, handling payments, forecasting revenues and expenses, creating budgets for new projects, figuring out new ways to organize and streamline our business's finances.

The Finance intern is a virtual position that does all of its work online. Every week the intern and his/her immediate supervisor will meet in order to go over the intern's accomplishments and what their tasks are for the following week.

Duties & Responsibilities:

- Handle payments and payroll
- Work on budgets
- Balance our books through Quickbooks

- Meet with different departments to discuss budgeting
- Figure out new ways to structure and organize our Ryan Ace Music's finance
- Attend weekly meetings with the operations team to discuss budget, revenue, and expenses
- Create financial reports to give to the different departments

Skills and Qualifications:

- Basic knowledge finance and accounting
- Ability to multitask and prioritize work
- High level of accuracy and attention to detail
- Strong communication skills, both written and verbal
- Able to adapt accordingly to office assignment changes
- Documentation & organizational skills
 - Proficiency with Accounting & business programs (Microsoft Suite, Accounting Software, etc.)
- Sophomore, Junior, Senior or Graduate student with good academic standing

Additional Information:

- Intern will report directly to Ryan Aceituno for Finance mentorship and assigned tasks
- Several networking opportunities will be available during the course of this internship

Application Process:

- **Submit resume to Ryan Ace Music Productions - admin@ryanacemusic.com**
- **Please email your resume by April 17th, 2021.**
- **If you are accepted for the internship, you will be notified by May 8th, 2021.**
- **For any questions during the application process, please send an email.**

Company Information

- Website: ryanacemusic.com
- Director/CEO: Ryan Aceituno
- Product Lines: Musical instruments, accessories and instructional materials.
- Services: music education, student sponsorships, online marketing partnerships.