



**Position Title: Finance Intern**

<b>Department:</b> Finance Admin.	<b>FLSA Code:</b> Hourly
<b>Number of Positions:</b>	<b>Access Code:</b>
<b>License Type:</b> NLR	<b>Job Code:</b> 9122
<b>Salary Grade:</b> H12	

**About the Role**

The Finance Intern is responsible for providing general administrative and clerical support to the Finance Department, including accounts payable, payroll and hotel auditing.

**Position Responsibilities**

- Develop and maintain a good understanding and overview of the financials, ensuring accuracy
- Assist in monthly/quarterly closing process, including coordination with other teams
- Insight into financial variance analysis and account reconciliations
- Develop and maintain processes, procedures and improvement initiatives
- Assist on special projects based on business needs and industry climate
- Gain overview of accounting functions

**Essential Functions**

- Exposure to casino related environmental factors including but not limited to secondhand smoke, excessive noise, and stress related to servicing customers in a high pressure and fast paced environment.
- Must be able to move throughout the Casino/Hotel areas
- Must be able to lift/push/pull up to 10 pounds

**What's Required**

- Completion of 2 years of degree by time of internship
- Strong communication, analytical and critical-thinking skills
- Strong organizational skills and ability to work independently and proactively
- Ability to effectively communicate in English (Read, Write, Speak & Understand).