



Job Description

Job Title: Accounting Finance Intern

Department: Finance Department

Status: Part time intern

Reports To: VP of Finance

Purpose of Position: Provide experience in manufacturing operations through various tasks and projects.

Essential Duties & Responsibilities :

- Support Finance project initiatives within TDS in the following areas:
 - Cost reduction identification
 - Financial planning and analysis
 - Automating reporting tools
 - Recurring and Ad-Hoc financial data requests
- Financial mindset with an ability to identify business opportunities through financial analysis
- Projects assignments will be determined based on candidate skills and priority needs for the finance department during the summer

Qualifications/Training/Skills:

- Ability to juggle multiple projects simultaneously
- Excellent communication skills with a positive attitude
- Ability to work under tight deadlines
- Strong organizational skills with attention to detail
- Project management skills
- Ability to solve problems
- Proficient use of MS Office (Outlook, Excel, Power Point and Word)

Education Preferred / Majors:

- Management – Finance (or related majors) / Accounting

General Skills:

- **Teamwork:** Able to communicate effectively, participate as a member of a team and work well with others to maximize efficiency.
- **Quality:** Familiar with company policies and demonstrates knowledge of relevant procedures and importance of producing quality products.
- **Safety:** Follows general and equipment specific safety rules. Uses appropriate safety protection equipment and other safety devices.
- **Adaptability:** Positive to change.