

## **Finance Intern 财务部实习生**

### **Essential Duties 工作内容:**

1. Filing financial documents 整理财务凭证
2. Prepare payment documents required by banks 准备银行付款所需资料
3. Prepare and submit documents required by both state and local tax bureau 准备并递交国税和地税所需资料
4. Verify VAT fapiao 验证增值税发票
5. Other tasks requested Finance team 其他财务部事宜

### **Qualifications 要求:**

1. Major in accounting 会计专业
2. Attention to details and can follow instructions carefully 做事细心，能严格遵守规定
3. High sense of responsibility 具有较高的责任心