

Intern for Finance Office

Duke Kunshan University

Job Description

Position Overview:

The intern works closely with the Finance team of DKU, providing administrative support for the function.

Essential Duties:

- Filing financial documents.
- Prepare payment documents required by banks.
- Prepare and submit documents required by both state and local tax bureau.
- Verify VAT fapiao.
- Other tasks requested by Finance team.

Required Qualifications:

- Major in accounting, currently enrolled student who could work for 3-6 months.
- Attention to details and can follow instructions carefully.
- High sense of responsibility.