

Job Title: Financial Planning & Analysis (FP&A) Intern
Department: Finance
Reports to: Director, FP&A
FLSA Status: Unpaid Intern
Jobcode: US046
Location: Los Angeles

SUMMARY

This position requires an individual willing to learn the in-depth analytical and financial needs of the company. Someone who has interest in financial statements, budgeting, planning, quantitative methods, economics, statistics, and technology will be able to get the most out of this unpaid internship. We are a small cap publicly traded company in the security software and technology support services industry.

EXPECTED TRAINING AND DEVELOPMENT

- Analyze current and past trends in key performance indicators (KPI) in all areas of revenue, cost of sales, expenses, and capital expenditures
- Financial statement review including developing supporting schedules and models
- Corporate and departmental budgeting, forecasting, and review
- Ad-hoc management report generation, analysis, recommendations, and presentation
- Advanced Excel 2007 features including pivot tables, vlookups, database extraction, and scenario analysis.
- MySQL 5.0 query building and data extraction

QUALIFICATIONS

- MBA Applicants
 - Minimum of 3 years work experience. Software or technology services experience preferred.
 - Bachelor's degree
- Undergraduate Applicants
 - Minimum of 2 years completed at an accredited undergraduate university
 - Pursuing a business related degree (finance, economics, statistics, etc)
- All Applicants
 - Intermediate to advanced proficiency in Excel
 - SQL querying skill preferred
 - Excellent written, verbal, and interpersonal communication skills
 - Highest standards of accuracy and precision; highly organized.
 - Demonstrated ability you the roll-up sleeves and learn with other analysts
 - Able to devote a minimum of 3 months and 16 hours per week

WORK ENVIRONMENT

Work is fast-paced and performed in an office environment with extensive contact with vendors and employees. The industry we serve demands the highest level of confidentiality and professionalism in safeguarding customer information. Highly effective we associate thrive on being in an environment that rewards the following critical success factors:

1. **Adaptability:** Appropriately reacting to changing situations without a loss of effectiveness and enthusiasm for strategic initiatives and corporate goals.
2. **Analysis:** Identifying problems and causes or analyzing how processes and procedures could be improved, collecting relevant information and identifying possible solutions.
3. **Attention to Detail:** Appropriately completing all of the individual tasks accurately or according to workflow/process guidelines with an emphasis on reaching or exceeding quality standards.
4. **Creativity:** Being inventive, imaginative and innovative.
5. **Development of Others:** Providing the means for others to grow and develop personally and professionally within and across departments.
6. **Energy:** Maintaining a fast, active pace in the normal course of a day.

7. Flexibility: Going into situations without preconceived notions with a willingness to assess various options in order to determine a course of action.
8. Integrity: Strict adherence to job-related standards, values or norms.
9. Learning Ability: Understanding and applying new information.
10. Listening: Hearing and comprehending verbal messages and confirming back what you hear.
11. Team Player: Functioning as an active member of a group while maintaining focus on your individual contributions and responsibilities.
12. Verbal & Written Communication: Effective oral, written and nonverbal expression without preparation.