



Finance Internship

Position Summary

RockBottomGolf.com is one of the nation's leading online golf equipment retailers offering the very best prices and service in the industry.

Our team is currently seeking aspiring finance professionals for an internship within our finance department. We have recently implemented a paperless, cloud-based accounts payable management software platform, and responsibilities can be performed from anywhere!

If you are self-motivated and driven to help people who enjoy the game, Rock Bottom Golf is the place for you!

- Internship Part Time – up to 20 hours per week
- Location: US-NY-Rochester
- Base Pay: \$12.50/hr
- Required Experience: Current college accounting of finance major
- FLSA Classification: Hourly/Non-Exempt

Key Responsibilities

- Processing digital vendor invoices
- Matching digital invoices with open purchase orders and assisting with resolving discrepancies in a timely manner
- Maintenance and organization of workflow on the platform to ensure invoices are processed timely, allowing for on-time payments to vendors including taking advantage of early-pay discounts where available
- Assistance with other tasks and responsibilities as needed

Skills and Experience

- Proficient in Microsoft Office Suite
- Must possess good interpersonal and communication skills
- Ability to think outside the box, with an eye to potential solutions
- Consistently work to improve accounting processes to provide greater efficiencies
- Highly detail-oriented, well organized, able to manage time and projects effectively
- The ability to work independently, completing tasks with little supervision

Compensation & Benefits

- Paid internship opportunity
- Employee discounts

How to Apply

Send resumes to jenny@rockbottomgolf.com