Financial Analyst Internship Job Posting
March 4, 2015

Company Profile
CFO Performance Group, Inc. is an entrepreneurial financial consulting firm. We work with small and medium size businesses to help them maximize their financial performance. The clients we serve are located throughout California and the Northwest. We have a small office in Roseville for collaboration and work with our clients from home offices or remote locations. We strive to foster a work environment which is autonomous, results driven and flexible to best serve the needs of our clients.

Position Description
The financial analyst intern position will be responsible for building financial models for our clients under the supervision of a CFO, updating existing models with actual financial results, produce financial reporting from the client models, documenting monthly finance meetings, work with administrative staff to keep client files up to date and streamlined, work with administrative staff to make sure client tasks are completed in timely manner, refine company standard operating procedures.

Learning Objectives
1) Learn the practical application of financial analysis and forecasting software
2) Enhance their ability to learn Excel for financial modeling
3) Deepen understanding of financial statement interactions and cash flow of a small business.
4) Real world experience in working with small business clients
5) Begin to develop their own network

Necessary Knowledge, Skills, and Abilities
1) Currently pursuing either a B.A. or Masters in Finance, Accounting, or Economics (current seniors are highly encouraged to apply)
2) Intermediate knowledge and experience with Microsoft Office Suite (Word, Outlook, and Excel).
   Prior financial modeling or advanced Excel skills are highly desirable.
3) Ability to work in an autonomous environment as position has flexibility to work remotely.
4) Must have enthusiasm to be a part of the entrepreneurial community.

Hours and Length of Internship
1) During the school year, 15-20 hours per week (flexible schedule).
2) During the summer months, 30-40 hours per week
3) Internship will finish at the end of September 2015

Compensation
1) $13-$15/hour for undergraduate student depending on experience
2) $15-$18/hour for graduate level student

Competitive salary will be considered for full time financial analyst position at the conclusion of the internship. Salary dependent on experience and geography.

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