

Finance Internship

Leading Retirement Solutions (LRS) provides retirement plan solutions for businesses. Our mission is to proactively support organizations and lead them toward a secure future

LRS provides a variety of business support and company retirement plan services to companies, owners, investors, and employees. We design and administer company sponsored retirement plans, such as 401(k), 403(b), defined benefit, church plans, 457 plans and more for Profit and Not for Profit organizations. We also offer open architecture recordkeeping services, providing investment advisors, managers, plan sponsors and participants with access to traditional and non-traditional investments.

We are seeking a highly motivated, hard-working individual to join our exciting, emerging, and successful business. We are growing, which demands dynamic employees and processes. If you possess the skill set to thrive in a fast paced and often changing work environment, we want you to join our team!

Pay: Unpaid-will provide school credit if applicable

Location: Seattle, WA

Hours: 15-20 hours per week

Start Date: Immediate

Prerequisites: Current student majoring in accounting/finance or related degree

This position supports our finance team with daily tasking, project work, and organization of the ongoing finance and accounting needs of the company. Your work will include, but is not limited to, the following responsibilities:

Core Responsibilities:

1. Accounts Payable(A/P), reconciliation of finance accounts, data mining, and financial report in support of company budgets and operations
2. Accounts receivable (A/R) including generating invoices, processing payments, and client call campaigns
3. Maintain and organize digital file folders
4. Onboard and maintain new client billing accounts
5. Provide administrative support in pursuit of project success

Preferred Requirements:

1. Well established knowledge of GAAP Accounting Principles
2. Minimum of 1-year financial college courses and verification of current course enrollment
3. Ability to support multiple projects efficiently and effectively simultaneously
4. Strong command of technology and ability to learn new software solutions
5. Proficient multitasker, strong attention to detail, self-driven, extremely organized, and resourceful
6. Proven record of accomplishment in a fast-paced and rapid-changing environment
7. Excellent communication skills and forward thinking with solid problem-solving skills
8. Professional demeanor, ability to work with others as well as independently
9. Experience with company sponsored retirement plans and/or experience in the financial services or investment industry is preferred, but not required

We generally receive a large volume of applications. If your application reflects the qualifications we have described, we will contact you to schedule an initial phone interview.

To Apply:

Email Human Resources: careers@leadingretirement.com

Be sure to include cover letter, resume, references, and an unofficial transcript.