

Shop Your Loan LLC

<https://shopyourloan.com/job/financial-assistant-intern/>

Job Description

We are looking for a proactive and detail-oriented **Financial Assistant Intern** to support our finance team. This internship offers hands-on experience in budgeting, reporting, data analysis, and core financial operations. It's a valuable opportunity for students or recent graduates seeking to gain practical experience in a collaborative, real-world environment.

Key Responsibilities

- Assist in preparing financial reports, summaries, and Excel spreadsheets
- Support budgeting, forecasting, and monthly reconciliation tasks
- Maintain and organize financial records and documentation
- Help with accounts payable/receivable and invoice tracking
- Conduct financial and market research as needed
- Enter data into financial systems with accuracy and timeliness
- Provide administrative support to the finance department
- Attend and participate in team meetings, offering insights and ideas

Qualifications

- Currently enrolled in or recently graduated from a program in Finance, Accounting, Economics, or related field
- Basic knowledge of financial principles and accounting standards
- Proficiency in Microsoft Excel and/or Google Sheets
- Strong analytical thinking and attention to detail
- Good written and verbal communication skills
- Ability to manage confidential information responsibly
- Self-motivated, organized, and able to work independently and remotely

What You'll Gain

- Real-world experience in financial operations and reporting
- Mentorship from experienced professionals in the finance field
- Flexible scheduling to accommodate academic or personal commitments
- A strong addition to your resume and portfolio
- Potential for future paid opportunities or a letter of recommendation upon successful completion

To Apply

Send a cover letter with your resume to recruiting@shopyourloan.com

Why Join Us?

- This is more than a leadership role—it's an opportunity to shape the future of a growing, forward-thinking financial services division. You'll work alongside a progressive executive team in a collaborative, entrepreneurial environment that rewards **innovation, ownership, and results**.
- If you're ready to bring bold ideas and strong leadership to a role where your impact truly matters—**we want to hear from you**.

Financial Assistant Intern

Employment Type

Part-time, Non-Exempt

Working Hours

15-20 hrs. per week

Department

SYL Lending

Reports to

Chief Executive Officer (CEO) / Executive Director

Base Salary

\$ 7.25

Job Location

Hurst, TX 76053, United States of America

Date posted

September 16, 2025