First Solar Intern Job Description

**Intern Job Title:** Finance Intern

**Reports To:** Hung Tran – Sr. Manager, Accounting

**Job Status:** Hourly

Job Overview:

Leading the world’s sustainable energy future, First Solar interns work around the globe/country in research and development, marketing, project development, information technology, engineering, energy services and much more. When you work at First Solar, you will be challenged every day and provided real world experience. You will be given the opportunity to find new solutions and develop new skills to further advance your skillset. At First Solar we strive to foster a culture that encourages innovation through collaboration, urging colleagues to take smart risks, learning from failures and course correcting, and owning personal accountability for contributing to our mission.

Expected Length of Internship:

* Duration: 6 months
* As an internship company, we allow flexibility to enroll in classes while working as an intern, as long as it doesn’t interfere with the essential functions of the position.

Experience:

* No experience required

Education:

* Accounting/Finance major
* Must currently be enrolled in a Bachelors, Master’s or PhD program who is fulfilling a graduation requirement for their degree.
* First Solar encourages all interns to register with their University.

Required Skills/Competencies:

* **Behavioral** 
  + Aptitude for learning & utilizing systems
  + Need to be hands-on
  + Ability to adapt in a changing work environment
  + Good analytical mindset
  + Team player
* **Technical:**
  + Preferable with local VAS knowledge
  + Proficient on MS Word, Excel, Access, Power Point and etc.
  + Excellent interpersonal skills - strong communication and presentation skills
  + Highly motivated and results oriented
  + Proficient on MS Access, Power Point and etc.
  + Can work independently and can work as a team player

Basic Internship Scope (Project):

* **Costing** (Inventory control, Internal audit compliance)
* Assist on DMT 1 & 2 Cycle Count (Currently CC is on monthly basis)
* Update on CC tags log on tags issued & tags collected back
* Verified & Checking on CC tags and need to tie back against CC listing
* Extract monthly inventory reports from System vs. General ledger
* **Accounting** (Local regulations compliance)
* Reimbursement and Invoice documents filing
* Fixed asset labelling and counting
* **Finance** (report simplification)
* Data consolidation for monthly reports
* Upon the completion of this internship, the intern is required to present their accomplishments and project summary to the leadership team.

Physical Requirements:

* Will sit and stand for long periods of time during the day.
* Will walk, climb stairs and on equipment.
* May reach above shoulder heights and below the waist
* May lift up to 50 lbs.
* Required to use hands to finger, lift, handle, carry or feel objects.
* May stoop, kneel, bend, talk and hear.
* Specific vision abilities are required