

KOTN

FINANCE INTERN

Full-Time Summer Internship

Term: May 9th, 2022 - August 12th, 2022

At Kotn, we're reimagining the way our everyday items are made and purchased, beginning with your wardrobe, setting a new standard for social impact and traceability. Founded in February 2015, Kotn has been featured in over 80 publications such as New York Times, GQ, Vogue, Elle, and The Wall St. Journal. Kotn was founded in Toronto by three best friends, who were fed up with compromising on quality, design, sustainability, brand experience, and price.

ABOUT THIS ROLE:

Are you a hard worker that enjoys a fast-paced and challenging environment? Do you care deeply about making a positive social and environmental impact in your career? If so, then look no further because Kotn is the place for you. We are looking for a highly motivated intern to join our accounting team for the summer term. You will report directly to the Finance Manager, and will support Kotn's rapidly growing business.

GOOD & WELL INTERNSHIP PROGRAM

This internship is being offered as a part of [The Good & Well Social Impact Internship Program](#). Throughout our summer internship program, Good & Well provides participants with opportunities to work with dynamic, high-potential social ventures as well as to learn from and network with professionals working within the social impact ecosystem in Toronto.

KEY RESPONSIBILITIES

FINANCIAL REPORTING & DATA INTEGRITY (50%)

- Support the Finance Manager with month-end close procedures, including some journal entry preparation and certain account reconciliations.
- Support with internal transactions review for accurate coding relative to plan and accounting policy, recommending adjustments to improved reporting as required.

FINANCIAL ANALYSIS (30%)

- Support the Finance Manager in investigating variances to Plan, i.e. root cause investigation
- Assist with any ad-hoc financial analysis, reporting, or finance-related projects as assigned

ACCOUNTS PAYABLE (20%)

- Support the AP function from an invoice processing and review perspective
- Support with inquiries regarding AP or financial results in support of other departments

MUST-HAVES

- Enrollment in an undergraduate degree program specializing in Accounting or Finance
- Strong attention to detail with superior time management skills
- Ability to manage multiple projects and enjoys a fast-paced learning environment
- Efficient, organized and able to produce high-quality work in a timely fashion
- Alignment with company ethos would be considered an asset

GOOD-TO-HAVES

- Excellent MS Excel skills and familiarity with Microsoft office
- Experience working in a similar role

OTHER DETAILS

- \$19.05/hour for 37.5 hours/week
- Business hours are Monday to Friday, 9am-5:30pm EST.
- This role is currently remote, but you may be expected to come into our offices located at 263 Adelaide Street West, Suite 401, Toronto, ON, M5H 3G2

HOW TO APPLY

The application deadline is **January 16, 2022, at 11:59PM EST**. Learn more about the Good & Well Social Impact Internship Program and how to apply [here](#).

Please note that applications will be reviewed on a rolling basis and those submitted via other methods will not be reviewed.

Kotn is an equal opportunity employer committed to diversity and inclusion. We consider all applicants regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, and Indigenous status.