



## Management/Finance Internship

- Use accounting and billing software.
- Learn the billing cycle.
- Assist in filing and organizing tax information.
- Learn to communicate and work as a team.
- Perform research and data-entry.
- Marketing and research.
- Office management.
- Assisting with payroll.
- Inside Sales/ Extended warranty calls to existing customers.

Questions? Contact John Dyess – 512-331-2788

Interested? Submit resume to: [john@dyezz.com](mailto:john@dyezz.com)

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