



IDEX Health & Science LLC  
Home of Rheodyne, Systec, Innovadyne Products  
600 Park Court  
Rohnert Park, CA 94928  
United States  
www.idex-hs.com

August 28, 2009

Sonoma State Univeristy

Attn. Duane Dove/Internships  
Finance fall sememster internship

General Description:

Assist Finance Dept in preparation for next year budget and AOP(annual operating plan)

Main Duties:

- Gather budget inputs from various sources including individual department managers, Payroll and Finance etc.
- Maintain master budget files for each department; load budget inputs from various sources to master budget files; reconcile to source files.
- Maintain appropriate revision of budget for different stages of budget review
- Assist in budget consolidation for Rohnert Park site, Shared Service/ISG Group
- Assist in reporting and analysis for budget review
- Assist in consolidation and reconciliation of Annual Operating Plan for Rohnert Park site and Shared Service/ISG group.
- Assist in monthly and quarterly financial reporting as needed

Requirements:

Junior or Senior Accounting or Business Major  
Intermediate to advanced Excel skills  
Intermediate to advanced general Microsoft office skills  
Strong communicator

Time frame:

September – December 10-15 hours per week

Compensation:

\$10.00 per hour

For consideration please contact:

Bridget Pedersen, Director of Human Resources  
(707) 588-2017  
bpedersen@idexcorp.com



**HEALTH & SCIENCE**

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