

## **Freelance Opportunity: Business and Accounting**

### About JoinIN

The JoinIN vision is to “Unlock the Possible” with a holistic approach, seamlessly integrating a powerful virtual environment (built on Playbooks), with intimate peer collaboration sessions (or Huddles) to help global workforce of the future succeed.

In addition to entrepreneurs and freelancers, initial organic traction has included colleges to engage students with the startup community (partnerships with Caltech and Pepperdine).

The concept has already been through initial Phase I pilot with phenomenal success, which has shaped the online and offline implementation of the platform. Phase II pilot sessions just started with beta launch of MVP 2.0, which will continue through remainder of 2016.

Company is headquartered in beautiful downtown Santa Monica in a creative building.

### The Opportunity

Freelance help is needed on contract basis to develop basic business and financial plans and reports as the company is starting to generate revenue and plan its growth strategy. Due to nature of the JoinIN model, there is also opportunity for exposure and visibility to startup companies that use the JoinIN platform.

Deliverables include, but are not limited to the following and will be updated per mutual agreement, as needed:

- Budget planning documents
- Bookkeeping inputs & reports, documenting company’s transactions
- Performance-to-plan analysis and reports
- Forecasts & projections
- Financial reports (internal and external) with necessary analysis
- Tax reports and documentation

Reports to: CFO

### Qualifications and Preferences

- Enrolled students in a local undergraduate Business program with current GPA of 3.0 or above (minimum Junior year, if undergrad)
- Ability to work independently as a freelancer, and also collaborate as needed to meet company objectives
- Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment.

- A high level of integrity, accuracy, dependability, enthusiasm and confidentiality.
- Proficient in Microsoft Office applications (Excel, Word, and PowerPoint)
- Authorized to work in the U.S.

PAY RATE

\$10 per hour

To Apply

Submit resume to [team@joinin.la](mailto:team@joinin.la)

Reference: Freelance Business Support