



**A DANAHER COMPANY**

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[www.matcotools.com](http://www.matcotools.com)

## POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>Finance Intern</b>
<b>REPORTS TO:</b>	Manager, Financial Planning and Analysis
<b>DIRECT REPORTS:</b>	None
<b>PEERS:</b>	Finance and Accounting associates
<b>RELATIONSHIPS:</b>	Finance Managers, Financial Services, Accounting, Marketing, Purchasing, and Sales

### Position Summary:

The Finance Intern will assist the Manager, Financial Planning and Analysis with preparation of forecasts, budgets, and ad-hoc analysis of business results. This position will provide senior management with analysis of financial results and monitor key company operating statistics. The Finance Intern will also gain valuable exposure to other areas within Matco Tools, including: Marketing, Supply Chain, Financial Services, and Manufacturing. Additionally, this position will gain valuable exposure to Danaher and the Danaher Business System.

**Assignment Duration:** Intern program will be a 10 week full-time program during the summer of 2015. The intern is expected to work 40 hours/week.

### Business Background:

Danaher is a global science and technology innovator committed to helping our customers solve complex challenges and improve quality of life around the world. Our family of world class brands have unparalleled leadership positions in some of the most demanding and attractive industries, including health care, environmental and communications. We are a globally diverse team of 66,000 associates united by a common culture and operating system, the Danaher Business System, which serves as our ultimate competitive advantage. In 2013, we generated \$19.1 billion in revenue and our market capitalization exceeded \$50 billion. We are ranked #152 on the Fortune 500 and, during the past 20 years, our stock has outperformed the S&P 500 Index by nearly 2,800 percent.

At Danaher, you'll have the opportunity to build a career in a way no other company or environment can duplicate. We're innovative, fast-paced, results-oriented, and most importantly, like to win. Why? Because it's fun! But, when it comes to the development of our leaders and associates, we're serious. Our business is growing, and we need top talented people to keep winning. The breadth and depth of our family of brands makes it possible for us to offer a variety of dynamic and challenging career opportunities across multiple global industries. Working with us, you'll have the unique experience to learn the Danaher Business System, our common operating system used to shape strategy, focus execution, align our people, and create tremendous value for customers and shareholders. At Danaher, great people do extraordinary things. Come join our winning team.

Matco Tools is a wholly owned subsidiary of Danaher Corporation. Matco Tools is a manufacturer and distributor of quality professional automotive equipment, tools and toolboxes. Matco began operation in 1946 and, since 1979, have sold products directly to professional mechanics, enthusiasts, and those who value quality tools through a network of independent franchised mobile distributors who operate in all 50 states, Puerto Rico and Canada. Products are also sold to central purchasing operations and other institutional customers through industrial sales representatives and via the Internet. All employment offers are contingent upon successful completion of our pre-employment drug screening and background/criminal check.

**Key Responsibilities:**

- Gain exposure to ERP systems, including JDE Edwards and Business Intelligence (BI) software.
- Understand business model and key drivers.
- Provide support to Financial Services function through analysis of loan portfolio.
- Analyze data for trends.
- Make recommendations based on analysis.
- Monitor key financial ratios and company statistics.
- Assist in month-end close processes.
- Prepare monthly forecasts.
- Provide support for Annual Budgeting process.
- Participate in SOX compliance testing.
- Make presentation to Senior Management at end of program.

**Candidate Qualifications:**

This candidate must have an undergraduate degree, and be enrolled in an MBA program with at least one semester completed.

**Position Qualifications:**

Attribute/Skill/Experience	Weight Scale: 8-10 = Must Have 5-7 = Important 1-4 = Helpful
Bachelors Degree	10
Strong computer skills –	
Microsoft Excel	10
Microsoft Word	10
<b>Fit Factors</b>	
- Details matter - Quality first	10
- Effective Time Management and Personal Organization	10
- Tenacity/Do What It Takes	10
- Results Count	10
- Continuous Improvement, Don't accept the status quo	9
- Sense of Urgency – quick to prioritize multiple tasks	9
- Flexibility – able to adapt to changing responsibilities	8
- Leadership and Teamwork/Create Followership	7
- Delegate and Hands-on	5
- Strategic and Tactical planning & execution of projects	5

**Prepared by:** Mitch Metzger/Eric Hagen

**Date:** 01/20/15

**Approved by:**

**Date:**