



Internship Position Description Accounting and Business Office

Total hours: 10-15 hours/week

Rate of pay: TBD (either hourly or scholarship)

Direct supervisor: Lisa Owens, Accountant

Internship Director: Jaynelle Ramon, Senior Manager of Digital Content and Strategy

Position Description:

A student interested in becoming a nonprofit accounting and business management intern at the UAAA for a total of 10-15 hours of a week during a given semester. They will receive direction from the UAAA accountant and senior business manager to assist with a full range of accounting responsibilities as they relate to UAAA affiliates. They will experience working within a team and with multiple UAAA staff members and volunteers as well as learning business acumen and financial strategy. Student responsibilities vary during the course of the semester to include:

- Prepare monthly treasurer's reports for affiliates
- Prepare event reconciliations as needed
- Allocate monthly interest earnings
- Distribute monthly bank statements from master report
- Process daily and weekly accounting transactions for affiliates, to include: entering accounts payable, processing checks and recording bank deposits
- Communicate with affiliates regarding financial transactions
- Assign merchant accounts and set up inventory in POS system for affiliate events
- Manage accounts receivables from affiliates

Other duties:

- The Alumni Association is a very collaborative organization so there may be times that work on other programs is needed as well.
- The intern will be required to attend regular internship meetings. The intern will also be required to present an overview and results of their work during the semester at a designated intern/staff meeting.
- The intern will meet with the president and executive director of the Alumni Association periodically to discuss their experience.
- The intern will take part in a mock interview and resume review with a UAAA or Career Services staff member.

Required Qualifications:

- A current sophomore, junior or senior in the accounting, finance or Eller business programs
- Experience working with Microsoft Office, especially Excel
- Knowledgeable of on-campus events and UA history, traditions and sports
- Minimum GPA of 3.0
- Flexible schedule (outside of class and/or work commitments)
- Adaptable and able to work in a team setting

Preferred Qualifications:

- Excellent communication and writing skills
- Active on campus

Please submit resume and examples of work online at arizonaalumni.com/internship