



JOB DESCRIPTION

POSITION: Business Office Internship
DEPARTMENT: Business Office
REPORTS TO: Controller

SUMMARY: This position provides expert support to the Business Office by assisting with the Accounting and Finance logistical elements.

Essential Functions:

- ◆ Enter Expense Reports.
- ◆ Process payment of invoices.
- ◆ Enter all Purchase Orders.
- ◆ Keep inventory of helmets, patches, etc.
- ◆ Scanning and filing of contracts.
- ◆ Inventory control of patches, programs, souvenir helmets, sponsor tickets, and stamps.
- ◆ Maintain certificates of liabilities.
- ◆ Assist Auditors with audit.
- ◆ Assist with the creation of budgets.
- ◆ Backup receptionist (WHEN NECESSARY)—answering phones, signing for packages, assisting guest who visit the office (Everyday).
- ◆ Bank Deposits (Almost everyday).
- ◆ Filing of contracts, payments, etc.
- ◆ Additional errands as necessary (this happens a lot).
- ◆ Participate in Park of the Weeks to support Youth Sports Events.
- ◆ Ability to work non-traditional hours.

Qualifications:

- ◆ Able to manage, prioritize and bring to completion multiple projects.
- ◆ Excellent communications and interpersonal skills.
- ◆ Must be able to maintain confidentiality of all corporate, personnel and research matters. Attention to detail and adaptability to a changing environment is extremely important as well as dependability. A willingness to work long hours required at times.
- ◆ Proficiency in MS Documents. Photoshop and Publisher is a plus.
- ◆ Should have an interest in pursuing career in Accounting and/or Finance.