

ACCOUNTING ASSISTANT

Position Description
Summer and Fall Internships Available

SUMMER APPLICATION DEADLINE: June 10, 2010 | Fall Deadline: Sept. 20, 2010

Overview:

This internship provides an excellent opportunity for a student interested in developing their skills in accounting or a business related field. Students are able to gain real life experience with non-profit organization, Eau Claire Jazz Inc. This intern will be part of the accounting team and will work closely with the Executive Director and Treasurer of the organization. Time commitment will be approximately 5-10 hours/week in summer/fall, increased to 10-15 hours beginning in January, 2011-May, 2011. Weekly schedule meetings within the accounting team are expected.

Responsibilities may include:

Summer, 2010-

- Assist with the set up of Quickbooks
- Identify accounting needs with Executive Director and establish processes to handle all income/expenses
- Work with other accounting team members to refine financial data processing system to strengthen internal control
- Develop manual of accounting procedures
- Process all income/expenses from summer activity (as outlined below)
- Assist with assignment of Chart of accounts for all income/expenses

Fall, 2010

- Use Quickbooks to manage all financial recordkeeping
- Process checks or credit cards and credit account for school registrations
- Process and track sales including concert tickets, artists CD, festival T shirts, and other jazz merchandise
- Track revenue and expenditures for Grants received
- Prepare weekly deposits and related documents
- Assist in collecting Accounts receivable, creating invoices/tracking payments
- Work with advertisement representatives to process AD receivables and related expenses
- Track Booking Services income/expenses, including payment to musicians
- Maintain credit invoice and supporting documentation files on all invoices, credit memos, and related documents
- Work with other departments to track operating expense and payments to musicians, adjudicators, and guest artistes .

Preferred Qualifications

Accounting, Finance or Math Major

Background in accounting or finance field, familiar with basic accounting principles

Passionate about learning new skills (Quickbook or other accounting software, a plus if know other database programs such as Oracle or My Sequel)

Excellent oral and written communication skills

Detail-oriented & reliable

Experienced with Excel

Comfortable of working with a diverse group

SUMMER POSITIONS AVAILABLE IMMEDIATELY. E-mail a cover letter and resume to info@eauclairejazz.com, or send to: Eau Claire Jazz, Inc. P.O. Box 1401, Eau Claire, WI 54702

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