

BRITT FESTIVALS
2010 Intern Position Job Description

Position: Finance Department Intern (May – September)
Supervisor: Accounting Specialist

General Description: Provides clerical and accounting support to the Finance department.

DUTIES AND RESPONSIBILITIES:

- Prepare and mail receivables.
- Prepare and mail payables.
- Assist in preparation of regulatory reports and filings.
- Assist in account reconciliation and analysis.
- Assist in preparation of timecard reports, and other various payroll functions.
- Assist in preparation of financial documents for the Development department.
- Research specific documents, topics or projects associated with Finance or Development departments.
- Maintain Finance department filing.
- Front desk coverage as needed by Office Manager, including greeting patrons and answering phones.
- Other duties appropriate to the position, including clerical and administrative functions as needed.

JOB REQUIREMENTS:

- Must be interested in learning nonprofit financial accounting.
- Must maintain a high degree of confidentiality.
- Must have working knowledge of computerized accounting, spreadsheets (MS Excel) and word processing (MS Word).
- Must be reliable and punctual.
- Must be energetic, well organized, methodical, and accurate.
- Must be able to prioritize multiple tasks and deadlines.
- Must be able to write legibly.
- Must have adequate ten-key operation and keyboarding skills.
- Must have excellent communication skills (verbal, written, telephone) and etiquette.
- Must have basic knowledge and understanding of filing systems.
- Must be able to work *no less* than 10 hours per week, with 20 hours per week maximum.
- Must adhere to the policies and procedures of Britt Festivals.

TRAINING: Minimum 2 years of business/accounting education.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Britt Festivals Finance Department intern needs to be a highly organized and strategically minded individual with experience in business and accounting. Interest in working for a nonprofit arts organization is a plus.