

Title	Finance Intern	Exempt
Reports to	Assistant Controller	Date last revised: April, 2019
Summary	<p>The Finance Intern contributes to Chamber goals of membership, community, revenue, and relationship growth by maintaining positive relationships with vendors, members and investors and protecting the assets of the Chamber.</p> <p>There are a variety of duties performed by members of the Accounting Department of the Chamber and, while various responsibilities, activities, and tasks performed in this department are assigned to specific individuals, daily responsibilities may shift from time to time as requested by the Chief Financial Officer. The ability to work with other members of the department as a functioning team is critical.</p>	
Evaluation of performance	Performance will be evaluated based on meeting the requirements of the job description; meeting specific goals and performance metrics for the position; working according to all policies and standards set by the Chamber; and consistently demonstrating established Chamber values.	
Performance metrics	Performance metrics for this position will be established for the internship period: Timeliness, accuracy of activities and attendance.	
Key outcomes expected	<p>General Duties</p> <ul style="list-style-type: none"> • Assist AP accountant in ensuring all invoices to the Chamber are paid accurately and timely through the current software system, matching purchase orders and obtaining missing purchase orders; • Ensure all invoices are properly approved and recorded in the correct account • Assist with the 1099 end of year process. • Assist the AP Accountant in ensure accruals are made for open POs and any other commitments made on behalf of GICC at quarter and year end; • Ensuring all contracts related to current and future expenses have been received and properly approved. • Ensure all contracts for current and future revenue are received and approved by all applicable parties • Ensure that revenue and expenses are appropriately recognized for all restricted funds; • Assist in reconciling the payables, intra-company receivables/payables, and restricted funds; • Assist the AR Accountant in issuing member and investor invoices and recording the revenue and receivable. • Help ensure Membership reports are updated timely for distribution to the sales and marketing team; • Assist in the consolidated of the financial statements for the different Chamber entities and check the accuracy of the database reports generated from the system; • Assist in updating the processes and procedures for the finance department; • Assist in the tracking and depreciation of fixed assets and in the implementation of the fixed asset system within Great Plains; • Assist with the preparation of budgets for all business units for the upcoming fiscal year; • Assist with system automation and migration from a paper based to an electronic based filing system; 	

	<ul style="list-style-type: none"> • Prepare reconciliations for certain bank accounts; • Assist in the preparation of journal entries including month end journal entries timely and accurately; • Complete reconciliations of certain balance sheet accounts; • Assist with ticket sales and set-up at member events as needed; • Responsible for the safekeeping of assets of the Chamber;
Critical skills, knowledge, and behaviors	<p>Demonstrates effective verbal, written, and e-mail communication skills.</p> <p>Demonstrates effective interpersonal skills; must be able to effectively communicate with a variety of individuals in an organization.</p> <p>Demonstrates customer service orientation with both internal and external customers.</p> <p>Demonstrates ability to keep information confidential as required.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Able to prioritize, organize tasks and time, and follow up.</p> <p>Performs responsibilities efficiently and timely.</p> <p>Able to juggle multiple requests and meet multiple deadlines.</p> <p>Works well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).</p> <p>Proficient in data entry.</p> <p>Demonstrates proficiency in basic mathematics.</p>
Experience, education, degrees, licenses	<p>Bachelor's degree in Finance or Accounting in process (Junior, Senior or Recent Grad). Requires knowledge of Microsoft Office Suite, primarily Excel and Word. Experience in Microsoft Dynamics GP (Great Plains) & Salesforce CRM preferred but not required.</p>
Physical demands	<p>Must be able to work proficiently with computers and other office equipment.</p>
Work environment	<p>Work is performed in an office environment.</p>
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