



Accounting Internship Learning Plan

Role: Accounting Intern
Pay Status: Unpaid
Mentor: Controller

Department: Accounting
Classification: Intern Volunteer
Time Span: Flexible. 10-12 hrs/week

Summary:

The Children's Museum of Phoenix is looking for a driven, diligent individual to contribute to our Accounting Department. Our accounting intern will have the opportunity to learn new skills and make a big contribution to our Accounting Department by participating in a number of exciting projects. Under the supervision of our Museum Controller, our intern will learn how to complete month-end accounting statements for a non-profit, complete internal and external management reports, and how to work on an external audit. The accounting intern will also have opportunities to attend department meetings as well as periodically sit in on our Finance Committee meetings. This is an excellent opportunity to gain non-profit accounting knowledge and experience.

Main Knowledge Objectives *(This is a list of what the intern can expect to learn)*

- Assist with Accounting and other Administrative functions
- Proofread financial statements
- Update accounting records
- Create invoice records and assist in collections
- Prepare bank deposits
- Banking transition, comparing various bank services and products
- Credit card processing and reconciliation
- Implementation of new museum-wide credit card system
- Non-profit Audit procedure
- 990 tax reporting
- Prepare financial reporting packages

Qualification/Requirements:

- Organized and dependable, with high attention to detail
- Ambitious, positive attitude, and a desire to build a career in the Accounting field
- Possess a strong desire to learn and eagerness to gain hands-on experience
- High level of professionalism, be on time and meet deadlines
- Ability to work independently
- Working knowledge of Microsoft Office Suite

Education Requirements:

- College/University student working toward an Accounting Degree. Accounting graduates with or without experience in Accounting may also apply.

Physical Requirements:

- Must be able to sit for extended periods of time in front of a computer and must have good communication skills (i.e., communicate clearly and effectively in both written and spoken English).

To apply, please go to <http://childrenmuseumofphoenix.org/>, click on the "About Us" and then the "Job Opportunities" page. Download the internship application and send with resume (if applicable) to the following:

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