



JOB DESCRIPTION

ACCOUNTING INTERN

Summer 2019

BRIEF SYNOPSIS OF JOB:

An entry-level position providing hands-on experience in collegiate summer baseball accounting. Must be a current student (undergraduate or graduate). Requires experience with Microsoft Excel, Quickbooks, and accounting procedures. Requires ability to work flexible schedule, including nights and weekends. Comfortable interacting with all levels within the organization as well as outside contacts. Strong time management and attention to detail. This is a non-paid, for college credit or work experience position.

REPORTS TO: Ticket Operations & Sales Manager and Accounting Manager

RESPONSIBILITIES:

Duties will include: working with daily cash deposits including cash receipts and resolving discrepancies. Creating weekly and monthly journal entry reports. Invoice customers and process customer credit/debit memos. Compile and balance charge card receipts. Perform regular accounts payable postings. Assist with entering employee payroll data. Stadium Box Office duties will include: selling single game tickets, distributing will-call tickets, ticket taking, scanning tickets, selling 50/50 raffle tickets, selling game day programs, managing fan assistance center, balancing cash banks and receipts, liaison to season ticket holders, groups, and sponsors at the stadium, assist with setup and take down of stadium box office. May be required to work non-Chinooks events held at Kapco Park. Assist others within the organization when needed. All other duties as assigned. Must be available for all home games.

PERFORMANCE STANDARDS:

- Quality and accuracy of work
- Completion of assigned tasks on schedule
- Attendance
- Cooperation, responsiveness, dependability, and proper attitude in dealing with others including co-workers and customers
- Conformance to company personnel, safety, quality, and housekeeping policies, procedures, and practices
- Effective written and verbal communication skills

How To Apply

Send Resume and Cover Letter To:

Eric Snodgrass

Assistant General Manager

Email: erics@lakeshorechinooks.com

Phone: 262-618-4659