JOB TITLE: Accounting Intern

JOB REPORTS TO: Kurt Gehsmann, CFO, and Amanda Elbert, Staff Accountant

LENGTH OF EMPLOYMENT: Unpaid internship runs from May 2016 (or earlier if available) – mid August 2016 (dates can be adjusted to fit school schedule). Hours are 9:00 a.m. to 5:00 p.m.

JOB FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Utilize company accounting system (QuickBooks) to process accounts payable invoices

- Set up and maintain numerous accounting spreadsheets dealing with game day activities and to support company books and records. Utilize knowledge of accounting practices and proficiency with Microsoft Excel

- Preparing and updating inventory spreadsheets for tracking food and beverage purchases for AYCE (all you can eat) ticket sales programs

- Administrative duties including filing, sorting, stuffing and mailing

- Perform month end activities including inventories, operational summaries, expense tracking by department.

- Uphold the Dash's five core business philosophies

- Participate in daytime game activities by interacting with the general public and co-workers in a fast-paced atmosphere

- Demonstrate a strong work ethic, dedication and commitment to learn and assume responsibilities as well as utilizing excellent written and verbal communication skills

TRAINING: All interns in the Winston-Salem accounting department will receive training in conjunction with their day-to-day job responsibilities. They will also participate in joint meetings with interns from other WS Dash departments.

TO APPLY: Please send your resume to Amanda.elbert@wsdash.com