



### **Accounting Internship - Spring/Summer**

The West Michigan Sports Commission is looking for a qualified intern to work with their Administrative Manager. The ideal candidate is a college student working toward an accounting, finance or related degree that has a willingness to learn, ability to problem solve and work well with others.

**Where:** The internship is expected to take place in person at the offices of the West Michigan Sports Commission (300 Ottawa Ave NW Suite 240, Grand Rapids, Michigan) - with remote work being available if the need arises due to illness, COVID-19 or other circumstances.

**What:** Intern will be working on projects related to the West Michigan Sports Commission, their signature event the Meijer State Games of Michigan and the Meijer Sports Complex (baseball/softball complex owned by WMSC).

**Internship duties include but are not limited to** assisting with daily/weekly/monthly accounting functions of a nonprofit and its related entities. Responsibilities include accounts payable, accounts receivable, credit card reconciliation, month end reconciliation, financial reporting, transaction tracking, report generation, event support and other duties as assigned.

Prior experience is a bonus, but not required (training will be provided as needed)

- Accounts Payable and Receivable
- Bank and Credit Card Reconciliations
- General Journal Entries
- Transaction Tracking
- Producing Monthly Financial Statements
- Yearly audit and Form 990 preparation
- Xero, bill.com, Hubdoc, Excel, Quickbooks

### **Benefits of Internship**

- Paid internship (bi-weekly stipend)
- Can be done for school credit
- Gain real world accounting/finance experience
- Gain experience with sporting events
- Small, accessible staff
- Parking in downtown Dash lot

**Interview process:** Candidates will do a short (15-30 minutes) phone interview and selected candidates will then be invited to do an in-person interview at our office (or Zoom meeting if needed).

Those interested can apply via Handshake or by emailing their resume to Natalie Rose at [nrose@westmisports.com](mailto:nrose@westmisports.com).

The deadline to submit your application is December 29. Interviews will start the week of January 22.