

Odawa Economic Development Management, Inc.

Intern Description

Job Title: OEDMI ACCOUNTING INTERN
Reports To: OEDMI Treasurer
Period Start: 5/1/2018 – TBD
Status: Part-Time

PURPOSE

OEDMI seeks the services of an Intern in the Accounting, Economic or Business field(s) to assist the Board of Directors with day-to-day and other assigned duties for the corporation.

SUMMARY

Under the direct supervision of the OEDMI Treasurer and with guidance and assistance of the OEDMI Board of Directors, the Intern will perform administrative and accounting functions concerning the management of OEDMI financial affairs and business activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Must have a general understanding of basic accounting theory related to standard revenues, expenditures, transfers, accounts payable and accounts receivables in accordance with government accounting standards.

The candidate will be required to design, generate and reconcile accounting reports such as individual fund balance sheet and operating statements for a small number of funds and various other accounting statements and reports. Assists with the maintaining of project budgets and ensure the accuracy and classification of transactions posted to general ledger accounts and other subsidiary records within the accounting software system – and to verify source documents for accuracy, completeness, authorization and coding.

Will also be required to comply with changing generally accepted accounting principles, federal, state, and other external requirements. Assistance with the design and/or enhancement of project specific accounting systems, specifically, utilities (sewer/wastewater) on a monthly cycle. Will also be required to attend in-person Board of Director meetings and other functions as necessary.

QUALIFICATIONS

Minimum of Associates in Accounting.

Completed or Jr/Sr student in a Bachelor in Accounting or Business preferred.

EDUCATION and/or EXPERIENCE

Knowledge of accounting principles and/or procedures, LTBB, municipal, and/or economic development would be a plus.

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Knowledge, Skills and Abilities That Will Be Learned:

Knowledge of accounting practices, procedures and generally accepted accounting principles.
Skill in performing detailed numerical computations.
Ability to effectively communicate.
Knowledge of budgeting practices.
Skill in maintaining and reconciling accounting and financial records.
Knowledge of basic leadership practices.
Skill in preparing detailed reports on a timely basis.
Skill in the use of computer hardware and software.

RELATIONSHIP WITH OTHERS

The Intern will have regular telephone, in person and written contact with other internal and external units, other agencies, other governmental jurisdictions and the public to exchange factual information, explain accounting processes and to resolve accounting discrepancies or disputes. Typical topics include such items as payment authorizations, fund transfers, payroll accounting, collections, account and budget balances.

COMMENTS

Tribal Preference will apply.

Applicants must submit a resume and college transcript to Shiloh Slomsky at shilohslomsky@gmail.com by April 30, 2018.