Position: Accounting Intern (unpaid internship - academic credit available)

Supervisor: Shanon Dooley
            Associate Director, Operations

Term of position: One semester, 15 hours per week

Benefits: This internship will provide excellent experience in entry level accounting, bookkeeping, and operations management within an academic institution (Office of Alumni Affairs) and for a non-profit organization (College of Charleston Alumni Association). The intern will work in the historic Blacklock House (ca. 1800), located at 18 Bull Street reporting to the Associate Director of Operations for Alumni Affairs. Seniors will receive a complimentary ticket to A Charleston Affair, Saturday, May 6, 2017.

Job tasks and responsibilities may include any and/or all of the following:

- Processing accounts payable and accounts receivable transactions using Intuit QuickBooks accounting software;
- Gathering accounting data and preparing spreadsheet reports;
- Processing event registrations;
- Assist with Spring Alumni Weekend events, May 5-7; and
- Other duties as assigned.

Qualifications:

- Qualified candidates must possess knowledge of basic accounting principles and have strong skills with Microsoft Excel and Word.
- Qualified candidates must possess strong written, verbal, and interpersonal communication skills and the ability to effectively research and report on findings.
- Familiarity with Intuit QuickBooks and/or Blackbaud Raiser’s Edge is a plus, although the candidate selected will receive training in both products.
- The ideal candidate must maintain confidentiality with regard to financial information, be dependable, and display a positive, professional demeanor with staff, alumni, students, and others.

To apply: Send cover letter and résumé to Shanon Dooley, Associate Director, Operations, Alumni Affairs, at srdooley@cofc.edu. Applications will be accepted until the internship is filled. No phone calls, please.

About the Alumni Association: Founded in 1888, the College of Charleston Alumni Association represents more than 80,000 former students located across the country and around the world. The purpose of the Association is to promote the welfare of the College of Charleston. The Association is managed by the Office of Alumni Affairs at the College of Charleston, located in the Blacklock House at 18 Bull Street in Charleston, S.C.