Atlanta Convention and Visitors Bureau
Job Description

Position: Intern
Department: Finance
Exemption Status: Nonexempt
Position Reports to: Controller

General Description
The finance internship provides an in-depth learning experience about destination marketing organizations with a focus on accounting practices. This individual will learn the basic operating functions of enterprise resource planning (ERP) software, customer relationship management (CRM) systems and Accounts Receivable.

Primary Responsibilities (include, but are not limited to)
- Learn the basic operating functions in Accounting ERP system (Accounts Receivable)
- Learn the basic operating functions in CRM (membership module)
- Assist with updates and reconciliation of membership accounts
- Learn and assist with implementation of basic accounting procedures (classifying, organizing, referencing documents and retention)

Other Related ACVB Activities
- Assist with projects and initiatives, as assigned

Qualifications
- Education
  - Recent graduate or currently pursuing a degree in accounting, finance, or related field
- Knowledge, Skills and Abilities
  - Strong communication skills (verbal and written)
  - Intermediate proficiency in Microsoft Excel
  - Detail oriented
  - Strong time management skills

Additional Information
- Intern hours
  - Monday – Friday regular business hours; actual intern hours to be determined by department head
- Work environment
  - Standard, temperature controlled office environment with moderate, office noise level
- Physical requirements
  - Light lifting of up to 10 lbs
- Travel
  - Position does not require travel

Last update: 05/22/17