



INTERN POSTING

TITLE: **INTERN – Accounting/Finance**

LOCATION: Rose Quarter (Portland, OR)



Department:	Finance
Reports To:	Director of Finance
Hours:	15-20 per week
Compensation:	None: For College Credit Only
Length of Internship:	Three (3) months minimum. Length is based on performance and/or business needs.

REQUIRED: Open to **COLLEGE STUDENTS ONLY**, Junior, Senior, and Graduate Students. Must receive academic credit (students are required to provide documentation of receiving academic credit for the internship experience). Travel, housing arrangements, and expenses are the responsibility of the student.

Job Summary/General Description:

This position is for college credit only, and is designed to allow the intern to experience various facets of the Finance Department with AEG, a company responsible for managing the Rose Quarter campus including the Rose Garden Arena and Memorial Coliseum. Will support the Accounting/Finance team by aiding in a variety of projects.

Essential Duties and Responsibilities (include, but are not limited to the following):

- Maintain data files.
- Analyze and reconcile various G/L accounts.
- Event file maintenance.
- Assist with preparation of payroll, distribution, and reporting.
- Miscellaneous other clerical duties and responsibilities as assigned.

Job Qualifications & Requirements:

- Must be currently enrolled in Junior or 4-year college or Graduate school.
- GPA 3.0 minimum.
- Working toward a degree in Finance, Accounting, Business Management, preferred, but not required.

Skills and Abilities:

- Highly organized, detail-oriented. Able to make independent decisions; quick learner; problem solver.
- Excellent computer skills and proficient in MS Word, Excel and Access. Outlook beneficial.
- Demonstrate excellent follow-through; meet deadlines.
- Excellent written and oral communication skills.
- Understanding of basic business etiquette.
- Must be able to interact with staff and the public in a friendly and effective manner.

Application Instructions: *(Accepting applications and resumes until position is filled.)*

Email resumes to jobs@rosequarter.com