

FINANCE INTERNS

Apply Now – Interviews will begin on February 27th 2017

The UC Santa Barbara Alumni Association is looking for Economics & Accounting students to work in the Finance Department beginning April 3, 2017. This is a paid position and candidates are required to work throughout the summer of 2017 and through June 2018.

Please submit a cover letter and resume via email to the Financial Officer, Hazra Kamal at hazra.kamal@ucsb.edu or through GauchoLink.

Interns will work directly with the Financial Officer.

Duties include:

- Process and record daily cash receipts and disbursements
- Preparation of bank reconciliations
- Monthly campus general ledger reconciliation to QuickBooks
- Reconciliation of investment reports and preparation of journal entries
- Analyze budget to actual reports using QuickBooks
- Prepare and review lead schedules for fiscal year end audit or review
- Prepare supporting spreadsheets for fiscal year-end financial statements and tax returns
- Participate in Finance committee and Board of Directors meetings

During the summer, interns will participate in the annual non-profit audit or review and will be the financial liaison to the Family Vacation Center / Summer Inn programs with a budget of over \$2 million.

Job requirements:

- Junior standing, expected graduation date - June 2018
- Majoring in Economics and Accounting
- Committed to working through June 2018, including summer of 2017
- Working knowledge of journal entries and Microsoft Office
- Knowledge of accounting software is desired (QuickBooks)

Former interns have gone on to work with an accounting firm of their choice because of the experience, skills, and knowledge they gained from this internship. If you have any questions regarding the position, please feel free to contact our current interns:

Devin Fouse: devin.fouse@ucsb.edu Noel Flores: noel.flores@ucsb.edu

Helena Koo: helena.koo@ucsb.edu. They may also be reached at (805) 893-3027.