AMERICAN JUNIOR GOLF ASSOCIATION

Finance/Purchasing Intern

The American Junior Golf Association is a 501(c)3 non-profit dedicated to the overall growth and development of young men and women who aspire to earn college golf scholarships through competitive junior golf.

The AJGA is committed to creating an engaging, safe, and inclusive environment. We welcome people from all backgrounds and believe in embracing diverse perspectives, we are better equipped to accomplish our mission of developing golf's next generation.

The backbone of the AJGA is its internship program and we are looking for talented and well-rounded applicants to serve as interns. The Finance and Purchasing department is responsible for working on a variety of financial aspects.

Job Responsibilities

Finance Department

- *Assist with Accounts Payable functions*
  - Manage traveling intern credit card transactions within Concur reporting system
- *Assist with Accounts Receivable functions*
  - Assist with entering incoming checks into QuickBooks and scan them to place in appropriate folders
  - Make weekly bank runs
  - Assist with gift acknowledgment letter process – preparing and sending letters to sponsors/donors
- *Assist with reconciliations*
  - Reconcile tournament revenue with recorded revenue, find and correct discrepancies

Purchasing Department

- *Invoice Processing and Financial Tracking*
  - Assist entering invoices to be paid into QuickBooks and Bill.com
  - Conduct weekly Purchasing Audits, identifying discrepancies between QuickBooks and entries and physical inventory. Report any issues and work with Purchasing Manager to help resolve them promptly
  - Track and report tournament usage of various items using excel.
  - Manage the post-tournament ordering process for awards, handling documentation for additional items like ties or absentee recipients in Salesforce.
- *Manage Storage and Inventory*
  - Assist with maintaining organization of "The Vault" and general basement area, which includes and not limited to
    a. Receiving and properly inventorying post-tournament items
    b. Assist with the collection, inventory and organization of staff and intern uniforms, rain gear and other equipment
  - Track mailing supply inventory, ensure organization and report when restocking is needed

Job Qualifications

- Basic golf knowledge is preferred, but not required
- Knowledge of Microsoft Office products (Word, Excel, Outlook)
- Knowledge of Quickbooks (Quicken), Salesforce, Bill.com is a plus, but not required
- Exceptional customer service, communication, detail-oriented and public speaking skills
- Ability to work and communicate in a team and independently to prioritize tasks and meet deadlines
- Highly motivated, self-starter and willingness to take an active leadership role

Requirements

- Legally eligible to work in the U.S. without sponsorship
- Must either be working towards or achieved a Bachelor's Degree
- Communicate both verbally and in writing
- Ability to stand and/or sit for extended periods of time and/or lift equipment up to approximately 50 lbs

Details

- Internship Dates: May 17 – August 13, 2027 | *S*ubject to change based on need & candidate availability.*
- Interns will be compensated $10/hr. Interns will work Monday – Friday from 8 a.m. – 5 p.m. (40 hrs/week).
- Interns will be required to work at National Headquarters (1980 Sports Club Drive, Braselton, GA 30517).
- Interns will be required to provide their own housing and transportation throughout employment.

To Apply

Please visit www.ajga.org/careers for all information. For any questions, contact Sidney Jockisch, Manager, Recruiting & Community Engagement (sjockisch@ajga.org).