



**AMERICAN JUNIOR GOLF ASSOCIATION**  
*Finance Intern*

The Finance department is responsible for working on a variety of financial aspects of the AJGA. The Finance Intern will report directly to the Vice President of Finance, but work closely with the entire department in a support role.

**Responsibilities**

- Assist with accounts payable functions
- Assist with deposit and accounts receivable functions
- Assist in revenue, bank, and MasterCard account reconciliations
- Assist Vice President of Finance with ad hoc and monthly financial reports
- Large amount of data entry
- Report to and work directly with the Vice President on all financial matters

*Assist with A/P functions*

- Assist with accounts payable functions
- Assist with sales and use tax compliance
- Assist with weekly check run and filing
- Assist with management of physical file cabinets and electronic filing system
- Assist Purchasing Coordinator with vendor bill discrepancies

*Assist with deposit and A/R functions*

- Enter daily deposits into Quickbooks software as needed (including credit card transactions)
- Perform A/R functions for both Association and Foundation
- Take deposits to bank as needed
- Assist with tournament packet processing
- Assist with gift acknowledgment letter process by preparing and sending letters to past donors

*Assist with reconciliations*

- Reconcile fundraising revenue with recording history to ensure completeness
- Assist A/R Manager with bank account reconciliations
- Manage and reconcile AJGA corporate MasterCard (45+ employees) monthly with Finance Coordinator and A/P Manager

*Assist Chief Financial Officer and Vice President of Finance, which may include:*

- Enter journal entries and other various data entry into Quickbooks software
- Work with Tournament Directors and other traveling staff on financial matters
- Assist Vice President of Finance with Tournament Budget and Financial Review information
- May be called on to assist with annual audit requests
- Assist other departments with reports

**Qualifications**

- Good working knowledge of MS Office applications, especially Access and Excel
- Any knowledge of Quickbooks (Quicken) is a plus
- Experience in an office environment is a plus
- Any experience in the golf business or event management is a plus

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and /or move up to 50 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **Job Details**

- This position is located at our headquarters in Braselton, Georgia.
- Employees are expected to work Monday – Friday 8 a.m. – 5 p.m. (40 hours a week)
- Position could vary from May – August/September.
- Compensation is \$10 per hour. The AJGA **does not** provide housing, food and travel costs.

**Application Deadline – February 28, 2019**

[www.ajga.org/careers](http://www.ajga.org/careers)