



AMERICAN JUNIOR GOLF ASSOCIATION

Finance 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 department is responsible for working on a variety of financial aspects.

Job Responsibilities

- *Assist with Accounts Payable functions*
 - Assist with weekly check run and filing
 - Assist with management of physical file cabinets and electronic filing system
 - Manage traveling intern credit card transactions within Concur reporting system
- *Assist with Accounts Receivable functions*
 - Enter daily credit card deposits into QuickBooks software
 - Assist with gift acknowledgment letter process – preparing and sending letters to sponsors/donors
 - Manage fundraising reporting process and communicate as needed
- *Assist with reconciliations*
 - Reconcile fundraising revenue with recorded history to ensure completeness
 - Reconcile tournament revenue with recorded revenue, find and correct discrepancies
 - Manage and reconcile AJGA corporate Visa cards (60+ employees) monthly with A/P
- *Other*
 - Enter journal entries and other various data entry into QuickBooks software
 - Assist with tournament budgets and financial review information
 - Assist Purchasing department with invoices and inventory

Job Qualifications

- Basic golf knowledge is preferred, but not required
- Knowledge of Microsoft Office products (Word, Excel, Outlook)
- Knowledge of Quickbooks (Quicken) and/or Mailchip 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 13 – August 16, 2024* | **Subject to change based on need.*
- 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. **Applications are due February 16, 2024.** For any questions, contact Sydney Della Flora, Manager of Recruiting (sdellaflora@ajga.org).