



## Accounting and Finance Internship

### Objective

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To gain accounting and finance experience by assisting the Festival's Controller in various tasks leading up to and during the 86<sup>th</sup> National Cherry Festival, July 7 – 14, 2011.

### Internship

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Internship would begin in May 1, 2012 and end August 14, 2010 (One 15-week block). This is a full-time position; regular office hours are 9:00 a.m. to 5:00 p.m. Occasional overtime and extended hours should be expected leading up to and during the event, including nights and weekends. **Start and end dates, as well as office hours, are flexible depending upon program requirements.**

### Compensation

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A maximum of a \$1,000 stipend per 15-week block and an all-access pass to Festival events. College credit may be available; consult with your college advisor as to the specific requirements for course credit.

### Responsibilities

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Tasks will vary according to the needs of the Controller, but may include:

- General ledger posting, including accounts receivable and payable
- Reconciliation of general ledger with ticketing and event management software
- Banking and cash control functions prior to and during Festival week
- Purchasing and purchase order processing including inventory maintenance
- Budget monitoring
- Interest in working in the non-profit environment is a plus; general accounting tasks may include work on the 501(c)(3) side of the organization
- Various other tasks as assigned

### Qualifications

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- Currently enrolled in an accredited college or university; **junior or senior status in business administration – accounting major required**
- Excellent organizational skills
- Proficiency in Microsoft Office software; knowledge of accounting software is essential
- Effective oral and written communication skills
- Ability to work with deadlines and managing multiple tasks
- Comfortable handling large quantities of currency and coinage
- Familiarity with currency counter equipment and 10-key adding machine helpful
- Must pass background security check and bonding requirements

### To apply

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Send application, cover letter and resume by November 1, 2011 to:

National Cherry Festival  
Ruth Gilmer, CPA, MBA - Controller  
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Traverse City MI 49684  
231-947-4230 x112  
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