

**INTERNSHIP OPPORTUNITY
NATIONAL WMU
BIRMINGHAM, ALABAMA**



**ALL OF OUR INTERNSHIPS ARE UNPAID IN EXCHANGE FOR COURSE CREDIT.
STUDENTS MUST BE A JUNIOR OR SENIOR IN COLLEGE TO QUALIFY.**

TITLE: *Accounting Intern*
TEAM: Accounting Team

LEARNING OBJECTIVES:

- Duties, responsibilities and work flows of the accounting team
- Internal Controls
- Accounting system design, inter-relationships and interactions
- Complexities and requirements of not-for-profit accounting, including (if during the fall semester) year-end closing routines (including year-end audit), publishing royalty calculations and 990/990-T preparation
- Working in a team environment
- Great Plains Accounting software
- Stress management

POSSIBLE RESPONSIBILITIES:

- Work with each team member to learn their duties and output sufficiently to complete 2.
- Review and evaluate documentation of the team duties in to a comprehensive operating manual.
- Compile the documentation of the team duties into a comprehensive operating manual.
- Support other team members in culinary exploration during celebratory events (i.e. birthdays).

SKILLS/REQUIREMENTS:

- Word, Excel, Basic Accounting Concepts

If you are interested in the internship opportunity, feel free to submit a resume to Human Resources:

- Email: hr@wmu.org
- Fax: (205) 995-4827
- US mail: 100 Missionary Ridge, Birmingham, AL 35242