

# South Arts

## INTERN POSITION ANNOUNCEMENT

**Position Title:** Accounting & Operations Intern

**Pay:** \$14/hour

**Time Commitment:**

Spring / Fall Semester: 12-15 hours per week – at least 3 days per week

Summer Semester: 16-20 hours per week

**Projected Start:** January 2024

**Projected Duration:** Prefer candidates for a full year commitment/availability.

**Reports to:** Accounting & Operations Manager

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**About South Arts:** South Arts is a non-profit regional arts organization founded in 1975 to build on the South's unique heritage and enhance the public value of the arts. South Arts' work responds to the arts environment and cultural trends with regional perspective. South Arts offers an annual portfolio of activities designed to address the role of the arts in impacting the issues important to our region, and to link the South with the nation and the world through the arts.

The organization works in partnership with the state arts agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. It is funded by the National Endowment for the Arts, member states, foundations, businesses and individuals.

**Skills Required:** Strong written and verbal skills (a writing sample may be requested); knowledge or interest in learning basic accounting and bookkeeping skills; proficiency in data entry; proficiency in Microsoft programs, specifically Excel; strong organizational aptitude; strong attention to detail.

**Position Summary:** The intern will support daily activities associated accounting, finance and operations functions. Those duties include, but are not limited to, accounts payable and receivable, expense tracking, collectibles, financial reporting, customer relationship management, membership database management, audits and document retention. Additionally, the intern may support in other various tasks related to marketing, event management, scheduling, filing and other various clerical tasks.

### Specific Functions:

- **Accounts payable:** enter vendor invoices in QuickBooks, process and mail checks out
  - **Expense tracking:** enter credit card expenses (AMEX) and employee expense reimbursements in QuickBooks, enter journal entries for credit card fees
  - **Accounts receivable:** create and send invoices and entries for credit card and check deposits
  - **Reports:** generate weekly reports and format them as excel documents; generate and format monthly financial recap reports for programs
  - **CRM:** enter data into Salesforce CRM system as directed; learn and understand system and help import additional data as needed
  - **Operations:** assist with basic office operations duties as needed and serve as back-up for office manager
  - **Document Retention:** file financial documents and assist in managing an organized filing system for financial documents
  - **Human Resources:** assist the Accounting & HR manager with general HR tasks, as needed
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### TO BE CONSIDERED FOR THIS POSITION:

Please send your resume and availability to start, via email, with a brief (3-5 sentences) introduction to:

[hrrecruiting@southarts.org](mailto:hrrecruiting@southarts.org)