January 5, 2016

Position: Accounting Intern (academic credit only)

Supervisor: Shanon Dooley
    Associate Director, Operations

Term of position: One semester, 10-15 hours per week

Benefits: This internship will provide excellent experience for entry level accounting, bookkeeping, and operations management positions. The intern will have the opportunity to work with and meet members of the Alumni Association Board of Directors. The intern will work in the historic Blacklock House (ca. 1800), located at 18 Bull Street.

Job tasks and responsibilities may include any and/or all of the following:

- Processing Accounts Payable and Accounts Receivable transactions using Intuit QuickBooks accounting software.
- Gathering accounting data and preparing spreadsheet reports.
- Assisting with special events and event registrations.
- Other duties as assigned.

Qualifications:

- Qualified candidates must possess basic accounting knowledge and have strong Microsoft Excel and Word skills.
- Familiarity with Intuit QuickBooks and/or Blackbaud Raisers Edge is a plus, although the candidate selected will receive training in both products.
- Qualified candidates must possess strong written, verbal, and interpersonal communication skills and the ability to effectively research and report on findings.
- The ideal candidate must maintain confidentiality with regard to alumni and financial information, be dependable, and display a professional demeanor with others, including alumni, students, staff, and vendors.

To apply: Send cover letter and résumé to Shanon Dooley, Associate Director, Operations, Alumni Affairs, at srdooley@cofc.edu by 5:00 pm Friday, January 15, 2016. No phone calls, please.

About the Alumni Association: The College of Charleston Alumni Association, an international organization of graduates and former students, has been in continuous operation since June 13, 1888. It comprises more than 60,000 members and 40 regional chapters. The purpose of the Association is “to manifest interest in, and to promote the welfare of, the College of Charleston.”