



JOB DESCRIPTION

POSITION: Business Office Internship
DEPARTMENT: Business Office
REPORTS TO: Controller
STATUS: Unpaid, College Credit Only

SUMMARY: This position provides expert support to the Business Office by assisting with the Accounting and Finance logistical elements.

Essential Functions:

- ◆ Enter all Purchase Orders and Expense Reports.
- ◆ Process payment of invoices.
- ◆ Keep inventory of helmets, patches, etc.
- ◆ Scanning and filing of contracts.
- ◆ Inventory control of patches, programs, souvenir helmets, sponsor tickets, and stamps.
- ◆ Maintain certificates of liabilities.
- ◆ Assist Auditors with Business Operations audit.
- ◆ Assist with the creation of budgets.
- ◆ Bank Deposits (Almost every day).
- ◆ Additional errands as necessary (this happens a lot).
- ◆ Backup receptionist (WHEN NECESSARY)—answering phones, signing for packages, assisting guest who visit the office (Everyday).

Qualifications:

- ◆ Must be able to maintain confidentiality of all corporate, personnel and research matters.
- ◆ Attention to detail and adaptability to a changing environment is extremely important as well as dependability.
- ◆ A willingness to work long hours required at times.
- ◆ Highly organized and attention to detail. Excellent communications and interpersonal skills. Proofreading skills required.
- ◆ Proficiency in MS Outlook, Word, Excel and PowerPoint. Photoshop and Publisher a plus.
- ◆ Must be available to work ALL Orange Bowl Committee events (weekdays and weekends) including but not limited to the Orange Bowl Youth Football League
- ◆ Other duties may be assigned to meet business needs.

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