



## ACCOUNTING INTERNSHIP

### START DATE/COMPLETION DATE:

Part-time: April 2018

Full-time: May to Mid-September 2018

### RESPONSIBILITIES:

- Processing payroll and managing employee time clock
- Assist with entering sales orders, A/P invoices and cash receipts
- Assist Senior Accountant with other accounting tasks
- Assist with cash control during games and counting money bags after each home game
- Assist with all other accounting duties during RedHawks home games
- Assist in other areas as necessary

### QUALIFICATIONS:

- Must be enrolled as a full time student at a college or university, with a Junior or Senior status (or Graduate school) **with a concentration in Accounting.**
- Ability to function in fast-paced environment, handle multiple projects, meet deadlines, demonstrate excellent follow-through, and have an understanding of appropriate business etiquette.
- Ability to work in a team setting, as well as independently, while maintaining a positive attitude.
- Effective verbal and written communication skills, well-organized, and excellent computer skills.
- Must be able to work late hours on game days.
- Must be available for all 50 RedHawks home games.

### COMPENSATION:

- Monthly Salary and other incentives
- School credit (if needed)

### HOW TO APPLY:

Mail or e-mail cover letter, resume and three references to:

Attn: Matt Moen  
Fargo-Moorhead RedHawks  
1515 15<sup>th</sup> Ave. N.  
Fargo, ND 58102  
mmoen@fmredhawks.com

**Application Deadline: January 31, 2018 or until position is filled.**