Thursday, May 6, 2010

Finance Intern

Please send your resume and cover letter addressed to William Wagner, Director of Finance at careers@billtjones.org. Please include "Finance Intern" in the subject line.

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The Bill T. Jones/Arnie Zane Dance Company seeks a Finance Intern for a dynamic season of new work creation, touring, education, and humanities events. The Finance Intern will work closely with the Director of Finance (Executive Director, Development Team and Production) in all areas of financial management including, accounts receivables, accounts payables, reconciliation reports, financial reporting, maintenance of financial database as well as assisting in organizing financial records and audit preparation. Job duties include but are not limited to the assistance and coordination for the following projects:

Daily Banking
• Deposit runs
• Bank reconciliation reports
• Records of credit card activity
• Work with departments on petty cash and credit card reconciliations

Accounts Receivable
• Input pledges on regular basis
• Monitor and maintain receivable accounts
• Prepare invoices as needed

Account Payable
• Assist with organizing weekly check run
• Update vendor information in database
• Provide reports as needed

Administration
• Organize files
• Maintain contact with vendors and artists
• Assist in maintaining smooth office administration
• Distribute payroll stubs

Internships are offered year-round. The schedule and weekly hours are flexible. Applicants should be able to house themselves in the NY metro area. Internships are unpaid and targeted towards those seeking academic credit or work experience in a fast-paced arts organization. Benefits such as performance tickets and the opportunity to attend Company class (for those with a dance background) are available.

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