

Job Title

Management Intern, SDA Finance

Job ID

27870

College/Division

Sun Devil Athletics - Finance Office

Posted Rate of Pay

\$13.46 - \$14.42 per hour; DOE

Duties and Responsibilities

Sun Devil Athletics (SDA) seeks a Management Intern for their dynamic Finance Office who will provide professional level accounting support. Duties include: prepares and assists with analysis of standard accounting reports and journal entries; coordinates and participates in internal and external audits; codes and processes department payables and deposits; oversees departmental purchasing card program; assists in the development of policies and procedures; interacts with various internal departments as it relates to duties and responsibilities; other duties, as assigned. Reports to the Accountant Sr. Adheres to NCAA and PAC-12 rules and regulations, as well as the policies and procedures of the department, the University, and the Arizona Board of Regents.

DAYS AND SCHEDULE: Monday-Friday 8:00AM-5:00PM

Minimum Qualifications

Bachelor's degree in a related field; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

Bachelor's degree in Accounting or related field preferred. Evidence of effective verbal and written communication and interpersonal skills. Previous experience in: accounting, budgeting, financing, and/or reporting procedures and techniques; using a computerized or enterprise financial system (i.e. Advantage, QuickBooks, Excel, PeopleSoft); multi-tasking and proven ability to meet deadlines in a high volume environment.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of all background, including fingerprint check.

Close Date

February 2, 2012

***IMPORTANT: applications to apply are only accepted through ASU's Office of Human Resources' employment website at www.asu.edu/asujobs.**

Instructions to Apply

Application deadline is 11:59pm Arizona time on the day indicated.

REQUESTED MATERIAL MUST BE IN ONE ATTACHMENT.

Complete the required information and attach a single Word or PDF document, which includes:

1. Cover letter
2. Resume
3. Three professional references (names and phone numbers)

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. Only electronic applications are accepted for this position. If you need assistance applying for this job, please contact our customer service center at 855-278-5081.

ASU does not pay candidates for travel expenses associated with interviewing, unless otherwise indicated by the department at the time of call for interview.