

ADMINISTRATIVE SERVICES (FINANCE AND ACCOUNTING) INTERN

Former interns in this role have accepted jobs in NCAA Administrative Services, Championships and Alliances, athletic business offices, financial analyst roles and public accounting.

Desired Knowledge, Skills and Abilities: A degree in accounting or finance required, with entry-level accounting/finance experience and intermediate Excel skills.

General position summary: The administrative services (finance and accounting) intern is primarily responsible for assisting the financial operations department.

Essential duties:

1. Assist NCAA Accounting Department:
 - a. Journal entry preparation and upload.
 - b. Assist accounts receivable with invoice creation, payment entry, membership dues, and reconciliations.
 - c. Accounts payable tasks, as assigned.
 - d. Reconcile monthly Purchase Card activity which includes working with multiple NCAA departments.
 - e. Assist with month-end close activities which would include allocation entries, NIT reimbursement, bank reconciliations.
 - f. Assist with year-end close activities.
 - g. Assist in compiling NCAA annual financial statement audit requests.
 - h. Assist with preparation of 990 and other tax filings, as needed.
 - i. Other projects as assigned.
2. Assist with Championships Financial Operations:
 - a. Approve host bid settlements in the Championships Host Reporting System for select championships.
 - b. Prepare financial presentations for select championships and committees.
 - c. Prepare budget proposals for select championships and programs.
 - d. Develop ad-hoc reporting and templates to aid in decision making.
 - e. Update championship travel inflation models and present results to management.
 - f. Review program spend and prepare reallocations, as necessary.
 - g. Manage the Delegation of Authority policy/process among championship cost centers.
 - h. Manage the championship event tax strategy tool in collaboration with independent accountants.
 - i. Other projects as assigned.
3. Assist with NCAA Division I and II revenue distributions.
4. Assist the travel and insurance department with balancing/reconciliations and/or travel related analysis.
5. Participate in NCAA learning and professional development opportunities (e.g., volunteering at a championship event, committee meeting, NCAA programming, etc.).
6. Optional rotation with internal audit available.