Management Intern, Global Accounting
(Job Number: 68828BR)

Campus Location: Tempe
Department Name: Mary Lou Fulton Teachers College
Full-Time/Part-Time: Part-time
Salary: Depends on Experience

Job Description:
Mary Lou Fulton Teachers College is recruiting for a driven and motivated Management Intern of Global Accounting to join our Tempe, Arizona location. The Management Intern of Global Accounting will provide support to the in-country staff and projects worldwide, research and document accounting transactions for new, unusual and/or infrequent accounting events. They will assist in the monthly and quarterly international close process. They will also work with various departments to analyze and properly account for the related transactions. This position will collaborate with assigned senior staff member in order to gain working knowledge and experience related to department administration. The work schedule and hours per week for this position are flexible depending on the needs of the department and the employee.

Essential Duties:
Serves in an intern capacity for Mary Lou Fulton Teacher College’s global sponsored awards and programs, which may include the following duties and responsibilities:

- Perform tasks related to QuickBooks, such as download and review checks.
- Communicate issues to global in-country support staff.
- Review bank statements and record deposits, transfers, and correct erroneous information.
- Post journal entries including depreciation.
- Reconcile accounts weekly and monthly.
- Complete monthly reconciliations using Excel, QuickBooks and Workday.
- Send out requests to global partners for monthly/quarterly forecasted expenses and cash flow.
- Complete deposit request to Financial Services and follows up on process approvals.
- Assemble and analyze documents in foreign languages and complete interpretations using translation software.
- Maintain databases and back up documents to prepare reports and provide information for audits as needed.
- Complete quarterly budget to actual analysis.
- Assist in development of new programs, policies or procedures.
- Coordinate programs as assigned and makes recommendations for improvement.
- Other ad-hoc analysis as needed.

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:
- Experience with accounting programs; QuickBooks experience a plus.
- Experience with accounting; global accounts/projects a plus
- Experience with standard accounting practices and procedures
- Experience with complex and obscure information/puzzles.
- Experience with high profile accounts/projects.
- Experience with cooperating with other cultures.
- Advanced Excel skills.
- Knowledge of accounting principles and practices; including expense reporting, general ledger, fixed assets.
- Knowledge of accounting programs.
- Knowledge of basic project management.
- Skill in organizing resources and establishing priorities.
- Skill in planning, organization, coordination of activities.
- Skill in establishing and maintaining effective working relationships.
- Skill in effective communication, both verbal and written.
- Skill in the use of personal computer and related software applications.
- Skill in working with a variety of personalities and cultures.

### Working Environment

- Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking.
- Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds.
- Ability to clearly communicate verbally in English, read, write, see and hear to perform essential duties.
- Regular review of completed tasks.

### Department Statement

ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,600 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy.

MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.

MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.

MLFTC values our cultural and intellectual diversity and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of the academic community.

### ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally
separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.

<table>
<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
</tr>
<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. 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. Job #68828BR</td>
</tr>
</tbody>
</table>