



# NORTHERN INITIATIVES

Money and Know How

**Position Title:** Accounting Intern

**FLSA Status:** Hourly, Non-exempt

**Department:** Accounting

**Pay Grade:** 2

**Supervisor:** Accounting Manager

**Location:** Marquette

## Northern Initiatives' Mission

Northern Initiatives (NI) is a non-profit Community Development Financial Institution that provides access to capital, information and markets to advance and connect small businesses and their communities. Northern Initiatives supports entrepreneurs, business, manufacturing firms, banks, educational institutions, and non-profit organizations in a common effort to strengthen the economy of Michigan and Northeastern Wisconsin.

## Position Summary

The Accounting Intern position will provide support to the Accounting department at Northern Initiatives Marquette office.

## Essential Duties and Responsibilities

- Assist and support the accounts payable and accounts receivable functions
- Assist and support the loan accounting associated with loading loan data into loan accounting system, posting customer loan payments, disbursements, and customer invoicing.
- Assist and support multiple accounting functions including cash receipts, journal entries, balance accounts including bank statements.
- Assist and support with preparation of monthly financial reports and cash flow projections.
- Assist with reporting to multiple agencies, including quarterly reporting for grant and loan funds.
- Assist with audit process by preparing multiple reports and providing account details as needed.
- Support file sharing and document retention.
- Special project work as assigned.
- Other duties as assigned

## Supervision

The Accounting Manager will provide supervision and mentoring. The accounting intern has no direct reports.

## Qualifications and Education Requirements

- **Student must be currently enrolled at NMU. A grade point average of 3.0 or higher is preferred. Sophomore or Junior level student with a major in Accounting would be most suitable for this position.**
- Excellent verbal and written communication skills.
- High degree of accuracy and attention to detail.
- Experience in using accounting software preferred.
- Proficiency in Microsoft Office software products, especially Excel.



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- Work study preferred, but not required.

## Expectations

- Maintain professionalism and confidentiality at all times and exhibit a high quality of competence in carrying out duties.
- Work on multiple projects at one time, maintaining flexibility and patience in balancing work assignments.
- Observe safety, health, and sanitation codes, as well as regulations, policies, and practices required by Northern Initiatives.
- Exhibit willingness to work as part of a team.

## Wage and Other Information

- Wage for this internship is \$10.82 per hour.
- It is expected that the position will require the student to work approximately 15-20 hours per week during the fall and winter semesters and up to 30 hours per week during the summer semester.
- The position can be used as internship credit, which is to be setup by the student and department. This is optional and not a requirement for the position.

## Contacts

Contact with Northern Initiatives' staff, specifically the Accounting department to fulfill critical duties within Northern Initiatives. Must maintain good working relationships within the organization.

## Skills and Abilities

**Achievement and Effort** - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Analyzing Data or Information** - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

**Attention to Detail** - Job requires the ability to manage multiple projects being careful about detail and thorough in completing work tasks.

**Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.

**Cooperation** - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.



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Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Economic and Accounting - Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Effective Communication - Ability to communicate with others using the English language, both verbally and in writing, in order to convey information effectively.

Initiative - Job requires a willingness to take on responsibilities and challenges.

Integrity - Job requires being honest and ethical, maintaining confidential information.

Judgement, Decision Making, and Problem Solving - Analyzing information and evaluating the relative costs and benefits of potential actions to choose the most appropriate solution and solve problems.

Mathematics - Knowledge of arithmetic, statistics, and their applications.

Processing Information - Observing, receiving, and obtaining information from all relevant sources and compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Reasoning Ability - Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.

Stress Tolerance - Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Interested students should submit an application, resume, and at least 2 references to Northern Initiatives, 1401 Presque Isle Avenue, NMU Jacobetti Complex, Ste 202, Marquette, MI 49855. The email address for applications is [Careers@northerninitiatives.org](mailto:Careers@northerninitiatives.org) All positions will be located at the Northern Initiatives' in Marquette.

The application can be downloaded at: <http://www.northerninitiatives.org/internships>.

Send application packets c/o:  
Deborah Schultz  
[Careers@northerninitiatives.org](mailto:Careers@northerninitiatives.org)