**Accounting/Finance Intern**

*Winston-Salem Symphony*

**Symphony Overview**: Over the past 75 years, the Winston-Salem Symphony has grown into a nationally recognized regional orchestra employing 75 professional musicians on a per service basis. Currently, the orchestra performs 30 concerts per year, presenting both classical masterworks and popular repertoire. The Symphony also boasts a 120-voice volunteer Chorus and an inspiring music education program that includes in-school chamber ensemble and full orchestra programs, a P.L.A.Y. Music Program that provides in-and-after-school instrumental music instruction to primarily youth at-risk, family concerts, and a Youth Orchestra program consisting of four ensembles in which students earn their positon by audition.

**Position Summary:** The Finance Intern will gain first-hand experience in a true accounting/finance department. The intern will help perform research, prepare financial reports, and assist with reconciling accountings and other duties, as needed. Interns may gain experience in one or more of the following aspects of arts administration, with specific duties determined by their internship manager. The Finance Intern reports to Amanda Norman. Selected candidates will be **required to complete a background check**. Duties may include:

* Participating in the preparation of financial reports, such as balance sheets and income statements, invoices and other management documents
* Analyzing actual financial data and budgetary variances
* Assist with maintenance of revenue and expense records
* Help with Accounts Payables and Receivables
* Assisting with monthly statements and making potential financial recommendations.
* Participating in non-profit budgeting process
* Performing administrative duties (filing, copying, organizing, assembling mailers, etc.).
* Handling sensitive or confidential information with honesty and integrity
* Ability to take initiative, follow direction, work collaboratively, and represent the symphony in a professional manner.

**Minimum Internship Requirements:**

High school diploma or higher. Prospective interns must be currently enrolled in an accredited institution or a recent graduate of an accredited college. Must have taken foundational accounting coursework prior to start of internship, and be a rising college junior or senior to apply. Accounting, finance, or related degree program preferred. Interest in the arts a plus.

**Specific Knowledge/ Skills:**

• Possess an understanding of basic accounting and finance principles

• Must have strong organizational, detail management, written, and interpersonal communication skills.

• Self-motivation and strong time management skills.

• Working knowledge of Microsoft Office. Experience with Quickbooks, a plus!

• Must be punctual, persistent, a problem solver, timely, creative, and have sustained energy with positivity.

**Availability:**

• Office Hours, Monday/Friday, anytime between 9am and 5pm.

• Length and time period of internship will depend on each intern’s goals, university requirements, and symphony needs.

**Working Conditions:** The position is considered an unpaid internship and requires 10/30 hours a week (depending on role assigned). The intern will be provided with all tools necessary to complete job requirements.

***Interns must have reliable transportation in order to transport supplies to events, attend required concerts, or attend off-site meetings.***

**Application Process:** Prospective interns are required to submit internship materials by June 15 for a fall internship and November 15 for a spring internship. After these dates, applications are not accepted. Selected candidates will be asked to complete an interview process. Please send application materials online to Rachel Watson, Senior Director of Education, Engagement & Inclusion [rwatson@wssymphony.org](mailto:rwatson@wssymphony.org) or to the mailing address:

**Winston Salem Symphony**

**Attn: Rachel Watson**

**301 N Main St. Ste 1901**

**Winston-Salem, NC 27101**

The following materials are required to apply. Applications missing materials will not be considered:

* Winston Salem Symphony Internship Application
* Resume
* Cover letter
* Three professional references *(must include - name of reference, title of reference, relation to reference, years known, reference email and phone number)*
* Unofficial college transcript (in pdf format)

*The Winston-Salem Symphony is an equal opportunity employer and all qualified applicants will receive consideration for an unpaid internship without regard to race, color, religion, sex, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*