

The W. E. Upjohn Institute for Employment Research Internship Opportunity

Since 1932, the W.E. Upjohn Institute for Employment Research has functioned as one of the world's leading independent labor economic research organizations, seeking to research the causes and effects of unemployment and methods of alleviating it.

Our Accounting Team is responsible for maintaining and overseeing the financial aspects of the W.E. Upjohn Institute for Employment Research and ensuring that our organization is operating effectively and efficiently, while maintaining compliance with a multitude of rules and regulations.

The Institute is seeking an **Intern** to work with our Accountant Team to assist with operational duties.

Summary of Internship

This position will get the opportunity to work with each individual in the Accounting Department for the purpose of gaining knowledge and experience in different respected areas revolving around daily accounting tasks. Some of the different areas include:

- Accounts Receivable
- Accounts Payable
- Purchase Orders
- High level Payroll Overview – including travel reimbursement
- Monitoring/Reconciliation

This position will also gain experience and knowledge of different systems that accounting uses and the purpose for which they are needed.

This position is under the supervision and guidance of the CFO.

Responsibilities and Tasks

Responsibilities will include:

- Enter invoices and receive payments in Accounts Receivable.
- Understand and record entries for deferred revenue.
- Enter bills into Accounts Payable (manual entry and through import).
- Working in the Accounting software, Sage Intacct, and understanding how the work flows between the different modules.
- Working in the Purchase Order system and understand the internal control process required for issuance of payment.
- Learning how to create and run financial reports.
- Reconciliation/Review.

Learning Objectives

- Learn about the Upjohn Institute and the history of our organization.
- Gain knowledge of nonprofit organization accounting.
- Understand the different account segments and what role they play in reporting requirements.
- Understand and know where to find policies and procedures.
- Understand laws and regulations at the Federal, State, and Local level including what is applicable to Research versus Center for Workforce Innovation and Solutions.

Necessary Skills and Experience

- Proficiency in Microsoft Office Suite, including Word and Excel.
- Interpersonal Skills, including written and verbal communication.
- Detail oriented and a willingness to learn.
- Values diversity of people with different backgrounds, cultures, and/or demographics.
- College level studies in the areas of Accounting or Finance.
 - o Includes knowledge of accounting concepts and internal controls.

Length and Schedule of Internship

- Summer 2024, start and end dates are flexible.
- Schedule is flexible, up to 20 hours per week.

Work Environment

This is a hybrid position, requiring in-office work at the Upjohn Institute campus with the opportunity for remote work. The on-site location is 300 South Westnedge, Kalamazoo, Michigan.

Compensation

Interns are compensated \$16 - \$20 per hour based on level of education.

We Will Provide

- Challenging assignments and responsibilities
- Meaningful projects that complement academic programs and/or career interests
- A broad exposure to our organization
- Consistent feedback, supervision and mentoring
- Industry relevance and real-world application
- An encouraging, approachable and welcoming environment

Expected Outcomes

This opportunity will provide real-world work experience to an individual whose future career path aligns with accounting and/or finance to give them experience to further exploration of career options. It is expected that the intern hired will be able to integrate theory and practice from what they have learned in school to be able to assess their interests and abilities in their applicable field of study. This opportunity will also provide valuable work experience and tools to aid the intern with goals that align with academic learning, career development, skill development, and personal development.

How to Apply

Interested candidates should submit a cover letter, resume and list of references to HR@upjohn.org.