

MassMutual Center

Springfield, MA



JOB DESCRIPTION

Job Title: Finance Intern

Reports to: Director of Finance; Accounting Manager

Supervises: none

Summary: The Accounting Manager is responsible for preparing payroll, processing new hire paperwork, data entry. Performs general accounting functions for finance. Serves as human resource contact person for hiring, payroll, insurance, 401K, and workers comp issues. Helps Recruit and manages benefits coordination, employee relations and orientation. Takes direction from the General Manager of the Facility and Director of Finance.

Status: Intern

Job Functions (including, but not limited to):

- Prepare Accounts Payable Matching and coding daily.
- Prepare box office reports daily. (Includes confirming box office reports, reconciling cash and charges, entering charges into spread sheets.
- Weekly filing after projects complete.
- Projects as assigned.
- Perform other duties as assigned by the Director of Finance

Qualifications:

- Working on Bachelor's or Associates from an accredited college or university with major course work in accounting, finance, public or business administration, human resources or a related field
- Proficient in MS Office applications
- Ability to work with all level of management, with minimal supervision