Office of Vice President of Administration and Finance

Intern Title:  Reconciliation Analyst Intern  Status:  Non-exempt

Job Summary
The internship will teach you the basic business skills that will prepare you for the future

Duties and Responsibilities
- Review the daily cash and credit card deposit information and wire transfer batches. Prepare the daily deposit certificates and CARS batch headers.
- Daily, monitor and adjust the Banner BR Cash Clearing Accounts.
- Prepare the monthly credit card deposit reconciliation.
- Key transactions into Banner Finance as needed.
- As needed, assist in performing the monthly expenditure reconciliation to verify the accuracy and completeness of transactions posted in both Banner and CARS.
- As needed, assist in performing the monthly smaller local bank account reconciliation to the corresponding physical bank account.
- Assist with the preparation of desk procedures to standardize work flow.
- Maintain daily Sign-In Log and semi-monthly timesheet. Submit both completed forms to supervisor on VSU paydays.

Essential skills required
- Ability to carry out instructions quickly and accurately
- Currently enrolled at Virginia State University
- GPA of 3.0 or above
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:
- Director of Risk Management and Executive Reporting
- General Accounting Manager