



PAID Internship/Part-time opportunity

Urban Innovation21 is a public-private partnership that boosts regional economic development through 21st century innovation-driven entrepreneurship. The Pittsburgh Central Keystone Innovation Zone (PCKIZ) is a program of Urban Innovation21. The PCKIZ internship matches undergraduate and graduate students with paid internship opportunities at local start-up companies. PCKIZ internships are open to students from Community College of Allegheny County, Carlow University, Duquesne University, and Point Park University.

Intern Title: Accounting & Finance Intern

Internship Company: Urban Innovation21 (www.urbaninnovation21.org)

Description: Urban Innovation21 is a public-private partnership that boosts regional economic development through 21st century innovation-driven entrepreneurship. Urban Innovation21 is keenly concerned with the stagnation of local communities in contrast to the rapidly changing global market. We believe that a successful innovation economy can drive economic growth, but lasting regional progress happens when all communities are connected to wealth generators. Our work and our programs vary in scope and depth in order to effectively fulfill needs with smart solutions.

Location: 1435 Bedford Avenue Suite 132B Pittsburgh PA 15219

Tentative Start Date: Spring 2016 & Summer 2016

Internship Description: The Accounting & Finance Intern will provide support to the Director of Finance. The position is designed to give a student in the field direct experience with a broad range of accounting and finance functions—from data entry to financial projections. The Intern will be an important part of UI21's team and will be given an opportunity to get hands on experience with a growing non-profit organization.

- Assist with monitoring of UI21's internal financial controls. Make recommendations regarding process improvements;
- Enter payables into QuickBooks;
- Assist with the preparation of receivables and collections,
- Perform pre-reconciliation of UI21's bank accounts and PayPal account;
- Monitor financial information for UI21's grants;
- Assist with organizational cash flow and forecasting;
- Provide support to the annual budgeting process;
- Perform other assigned duties;

Qualifications

- Strong interpersonal communication and written skills
- Writing and research skills
- Interpersonal/ human relations skills
- Positive, customer service attitude
- Ability to work as part of a team
- Detail oriented
- Strong computer use skills
- Minimum of two years of accounting and finance training in an undergraduate program

Bonus of Urban Innovation21 Internship Program:

- Professional development workshops available.
- Gain access to 1 on 1 professional development advisory mentoring service.
- Opportunity to attend networking events.

Term: The Intern will work between 12-20 hours per week depending on their academic schedule for the semester.

Pay: \$10 an hour

How to Apply: If interested, please email a resume & any required documents to Joan Hilton, at jhilton@urbaninnovation21.org.

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