



**Job Title:** Accounting Intern – Revenue and Compliance Management  
**Department:** Finance  
**Reports to:** Partner, Revenue & Compliance Management (Fund Administrator)  
**Date:** March 2022

### **About JumpStart Inc.**

JumpStart is a non-profit venture development organization whose mission is to unlock the full potential of entrepreneurship to transform entire communities and our vision is to collaborate with partners to generate dramatically improved and inclusive economic outcomes by supporting diverse entrepreneurs, optimizing entrepreneurial ecosystems, and accelerating innovation.

Key to JumpStart's success is its ability to leverage the skills, experience, and creativity of its inspired team to transform entrepreneurial aspirations into actions with measurable impact. JumpStart leaders and teammates take great pride in JumpStart being a highly demanding yet incredibly fun place to work.

### **Position Summary**

Under the general direction of the Revenue and Compliance Management (RCM) team members, the Accounting Intern - RCM will provide support by assisting with daily cash management and monthly investment and accounts receivable tasks. Primary tasks include but are not limited to: support the maintenance of financial records for multiple entities including investment funds, assist with monthly billings and payments for internal and external customers; gain experience by helping to provide financial status information by completing special projects and reporting; acquire knowledge on how and why to gather financial records and information from internal business units and external sources to maintain compliance.

### **Essential Job Functions**

#### **(60%) - Compiling information, coordinating resources, and collaborating with RCM, other departments, and external partners in support of audit and reporting requirements**

- Certify transaction support and perform inventories of document storage libraries (Intacct, SharePoint, Salesforce and Diligent).
- Collaborate with individuals and systems to reconcile large quantities of detailed information across multiple platforms and source documents.
- Become proficient in identifying and researching code discrepancies in general ledger, recommend and propose correcting entries.
- Learn procedures, policy, and workflows to help increase organizational effectiveness and efficiency.
- Ongoing willingness to learn various computer programs and applications.

### **(25%) - Cash and revenue in support of the Fund Administrator**

- Support the daily cash reconciliation; includes the bank deposit process by receiving and recording payments made on behalf of the organization and related entities.
- Interact with other program services team members and outside clients to gather information needed to create recurring invoices for contracts and grants.
- Collaborate with internal business units to acquire, assemble, and manage daily receipts in support of document management standards.

### **(15%) - Assisting the Fund Administrator with investment fund accounting functions**

- Input transactions into database(s) for periodic tracking of fund investments and portfolio value.
- Assist with the maintenance and production of inter-company accounting, preparation of investment funds audit schedules, quarterly fund statements and distribution, management of investment loans and update tracking schedules.

### **Physical Demands/Working Conditions**

- Physical Demands: The work is mostly sedentary; it generally involves considerable desk time with attendant walking, bending, and carrying light items. There are no special physical demands. Changes in work priorities and deadlines can occur based on organizational needs.
- Work Environment: Work takes place in a typical office setting which has adequate space, light, and furnishings.
- Other: Assist with other tasks and reports as required.

### **Education, Training and/or Experience**

- High school diploma with at least two years of college credits towards a bachelor's degree, major in accounting or finance, or in a graduate program.
- 1+ years of accounting experience, non-profit accounting experience a plus.
- Experience with general ledger, bank reconciliations, A/P and A/R.

### **Required Knowledge, Skills, Abilities**

- Possess a basic knowledge of theory, concepts, and practices of accounting with a willingness to apply knowledge to broad range of assignments.
- Experience with computerized accounting software.
- Proficiency with Microsoft Office Suite with a firm understanding of spreadsheets (Excel).
- Strong analytical and problem-solving skills.
- Detail-minded and accurate.
- Ability to handle confidential and sensitive materials.
- Ability to meet multiple deadlines and work under deadline pressure with minimal supervision.
- Able to work independently and take initiative.
- Professional appearance and well-developed communication skills – both oral and written.
- Ability to identify process improvements.

- Technologically savvy, able to quickly learn new tools.
- Must work well with others and work in accordance with JumpStart's overall objectives and established procedures and meet all standards of quality.
- Demonstrated skills and behaviors to be courteous and respectful, a good listener, self-starter, critical thinker, accountable, collaborative, positive thinking, calm, and supportive.

### **Preferred Knowledge, Skills, Abilities**

- Bachelor's degree, major in accounting or finance.
- Proficient with computerized accounting software.
- Non-profit organization experience.
- Experience in accounting principles for not-for-profit, including knowledge of GAAP.

### **Certifications, Licenses, Registrations**

- None specifically required.

### **JumpStart's Core Values and Key Cultural Behaviors**

- **Accountability:** Act to deliver on commitments and generate results, and if expectations aren't clear, ask
- **Entrepreneurial:** Embrace opportunity, continuous improvement, and change, and contribute to the solution as we evolve
- **Equity:** Committed to corrective action regarding historically underserved and underrepresented populations through entrepreneurship and innovation
- **Energy:** Address our work with focus, grit, and enthusiasm
- **Collaboration:** Collaborate with others to play our most helpful role(s) and to increase effectiveness
- **Humility:** Balance self-assurance with listening to understand, having an open mind, and demonstrating patience

### **JumpStart's Definitions for Diversity, Inclusion, and Equity**

- **Diversity:** A measure of psychological, demographic, physical, and social differences occurring among any and all individuals in a specific group; including but not limited to racial identity, ethnicity, nationality, religion, socioeconomic status, education, marital status, language, age, gender identification, sexual orientation, culture, developmental ability, and learning styles.
- **Inclusion:** The act of promoting and maintaining an environment in which diverse groups of individuals are welcomed, respected, supported, valued, and empowered. An environment prioritizing differences and offers respect and acceptance in the words/actions/thoughts of all people.

- **Equity:** An acknowledgment and understanding there are historically underserved and underrepresented populations, and corrective action regarding these unbalanced conditions is needed to eliminate barriers and guarantee equality in the provision of fair treatment, access opportunity, and advancement in the provision of effective opportunities to all groups.
- **Emphasis Statement:** Historically, African Americans, Latinx people, and women have been economically disenfranchised and disconnected from innovation and entrepreneurship. For these reasons, we place an emphasis on these populations as we work to diversify our culture and be inclusive in our daily interactions and decisions.

**JumpStart's Operating Style:** JumpStart team members are expected to be:

- **Honest:** We speak the truth, plainly and simply, kindly, and considerately. We will challenge you as we seek to accomplish great things. And we hope you will do the same with us.
- **Responsive:** We respond rapidly to your inquiries and actively communicate so we are all on the same page.
- **Resourceful:** We will be creative and efficient in helping you to access relationships, contacts, and other resources to help you succeed.
- **Insightful:** We will provide the knowledge and insight about entrepreneurship and innovation you aren't able to easily get from others

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of JumpStart. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.