



Intern, Accounting & Operations Position Description

Company Overview

San Diego Regional Economic Development Corporation's (EDC's) mission is to maximize the region's economic prosperity and global competitiveness. As an independently funded non-profit fueled by more than 160 companies and organizations, EDC works to attract, retain and expand companies and the talent pool across San Diego's three traded economies: military, tourism and innovation.

General Function

Support the Accounting and Operations team at EDC in executing financial reporting, reconcile accounts and other general office administration. This position reports to the Manager, Accounting & Operations.

Specific Responsibilities and Duties

Accounting – Support the entries and processing to ensure accurate financial reporting.

- Assist with month-end financial reporting.
- Provide analysis and reporting for accounts receivable, accounts payable and bank reconciliations.
- Post journal entries and enter data to ensure accurate reports.
- Assist with yearly audit tasks.
- Support payment processing tasks.
- Enact routine administrative tasks including filing, banking and handling of financial correspondence.
- Additional projects and tasks to be assigned, as needed.

Investor Relations – Support the Investor Relations Coordinator in administering support for the organizations 180 investors.

- Maintain an accurate and up to date investor database.
- Provide support through filing, invoicing and billing investor information.
- Additional projects and tasks to be assigned, as needed.

Key Qualifications

- Pursuing a university degree in accounting, business administration, economics, finance, or a related field.
- Current senior or junior-level students preferred, with a minimum of 75+ units completed.
- Self-directed and motivated team player with ability to manage multiple tasks under pressure.
- Ability to work well independently, as well as part of a team.
- Good organization, time management, attention to detail, and problem-solving skills.
- Experience in software programs such as Microsoft Access and Inuit's Quickbooks a plus, but not required.

This is an unpaid, part-time intern position. A minimum of 20 hours per week is required in-office.