Intern, Accounting
Job Description

Do you love Chicago and want to help make it the best place to live, work and play? Are you looking for an internship to develop your skills AND provide you with important and valuable connections?

The Chicagoland Chamber of Commerce, with 1,000 members, is the region’s most dynamic and effective business-for-business member organization. We drive public policy, programs, and communications as well as focus on delivering value for our members. As a Chicagoland Chamber of Commerce intern, you are exposed to Chicago’s top businesses and leaders and gain valuable experience.

Position Summary:
Reporting to the Controller and the VP, Operations this position is tasked with maintaining the accuracy of cash receipts, receivables and payables and providing financial statement support for all of the organizations of the Chamber.

Duties and Responsibilities:
• Process and deposit cash receipts and tie out to CRM system’s input.
• Enter journal entries for cash receipts into accounting system via CRM.
• Prepare and make bank deposits.
• Assist with vendor invoices and execute payment of invoices.
• Reconcile balance sheet accounts on a monthly basis.
• Reconcile credit card statement on a monthly basis.
• Assist in preparation of the audit and tax work paper analysis.
• Assist with annual forecasting and budget processes.
• Other duties as assigned.

Qualifications:
• Working towards a BA or BS degree in Accounting. Junior or Senior status preferred.
• Must be a fast learner and be able to work on your own.
• Attention to detail and good communication skills required.
• Accounting related work experience a plus, but not required.
• Membership database / production and accounting system experience, Dynamics SL a plus.

To Apply:
Send your resume and cover letter to info@chicagolandchamber.org with the Position title in the Subject line.

Here’s what to expect from a past Chamber intern:
“T really enjoyed working in the fast-paced and dynamic environment at the Chamber. I was given a lot of autonomy and communicated directly with members to ensure they got the visibility they wanted with our programs and I helped them meet their goals. Everyone is friendly and there is a lot of collaboration across departments.”

– Celeste Shea 2019 Spring/Summer Programs Intern