

Internship Opportunity with UNM Rainforest Innovations

Accounting Intern - Student Internship in Technology Transfer

Background

UNM Rainforest Innovations (formerly STC.UNM) is a nonprofit corporation formed by and owned entirely by the University of New Mexico (UNM) to protect and transfer its faculty inventions to the commercial marketplace, and facilitate UNM's role as a contributor to New Mexico's economic development.

Job Description

This part-time and temporary student intern position will provide general accounting support by verifying accuracy of vendor invoices received, inputting data entry for accounting activities, and reconciling agreement records. The Student Accounting Intern reports to the Accounting Manager and Accounting Coordinator.

Job Location: Lobo Rainforest Building 101 Broadway Blvd. NE Ste 1100, Albuquerque, NM 87102 (UNM Shuttle Bus Stop next door).

Duties and responsibilities

- Create, update, and maintain financial summaries ("agreement briefs"), using Excel, of all license and option agreements, to include financial terms (as amended) and royalty sharing calculations.
- Reconcile briefs to the general ledger
- Assist to create, update, and store documents in the proprietary database system; input monetary distributions into the database system; continuously verify information in the database to ensure correctness and accuracy.
- Input vendor invoices and other transactions in QuickBooks.
- Assist with scanning and other projects, especially during audit time.
- Be a backup or assist in running errands (mileage reimbursed), answering main phone line, covering the company front desk.
- Special projects and other assigned tasks as required.

Qualifications

Required:

- Must be a currently enrolled student at UNM for the entire duration of the internship.
- At a minimum should have completed their freshman year of college courses.
- Should be adept at computer skills, must have some fundamental understanding of accounting practices, be able to manage multiple tasks, welcomes added responsibility and must be keen to detail.
- Must be dependable with a strong work ethic and be able to work with minimal supervision.
- Must have ability to maintain absolute workplace confidentiality of personnel and proprietary information.
- Maintain a minimum of 2.5 GPA throughout the duration of the internship.

Preferred:

- Pursuing academic major in accounting or finance; experience working in a professional office; GPA of 2.5 or higher.

Compensation

Student internships are part-time (approx. 20 hours/week) at an hourly wage rate of \$13.00 per hour. The employment period begins immediately with the possibility of continued part-time employment on a semester-by-semester basis.

How to Apply

Email your cover letter and resume as an Adobe Acrobat (PDF), MS Word attachment or as plain text in the message body to **Jessica Peabody** at jpeabody@innovations.unm.edu and **Rebecca Tresise** at rtresise@innovations.unm.edu with the subject line "Student Accounting Intern."