Montclair Art Museum

Title: Summer 2017 Accounting Intern at the Montclair Art Museum

Location (address, city, state): Montclair, NJ

Job Type: Co-op/Internship

Compensation Type: Non-paid  Wage (optional):

Start Date: 6/1/2017  Close Date: 5/26/2017

Job Description: Accounting Intern for summer 2017

Primary Responsibilities:
Assist with financial reports
Help with account reconciliation
Provide support with audits
Data entry

Qualifications:
Currently seeking a Bachelor’s degree in Accounting or Finance
Strong numbers and analysis skills
Ability to work independently and with a team with emphasis on accuracy and timeliness
Must be detail oriented, with good problem solving skills

Ability to communicate effectively, both verbal and in writing
Ability to interact with employees in a professional manner
Proficient in Excel and Word

Application Instructions: Please email cover letter and resume to Rita Bausch, Volunteer and Intern Program Manager: rbausch@montclairartmuseum.org.

Disclaimer Information

About the organization:

Mission Statement
The Montclair Art Museum (MAM), along with its Yard School of Art, engages a diverse community through its distinctive collection of American and Native American art, exhibitions, and educational programs that link art to contemporary life in a global context.

Vision and Values Statement
The Montclair Art Museum seeks to elevate our profile as a nationally recognized leader of mid-sized, regional art museums. Valuing diversity, innovation, and the importance of art to society, we will invigorate our curatorial presentations, expand our educational mission, promote greater connections to our community, engage in fruitful partnerships that reach deep into our region and beyond, embrace new media and technologies, pursue responsible facilities management and environmental impact, and secure our financial stability.