



International Volleyball Hall of Fame
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Job Announcement – Intern, Finance and Operations

About the International Volleyball Hall of Fame

Want to work in the sports industry with an organization serving one of the fastest growing and exciting sports in the world? The International Volleyball Hall of Fame (IVHF) exists to preserve the history of volleyball in its birthplace of Holyoke, Massachusetts USA by honoring, promoting and sharing its story with the world. The IVHF serves as the world's historical repository and hall of fame for indoor volleyball, beach volleyball, sitting volleyball, and more. 140 athletes, coaches, officials, and leaders from 25 countries have been inducted into the IVHF since 1985. The IVHF supports nearly a dozen local and national events each year consisting of grassroots development, youth, collegiate, and adult programs. Visit www.VolleyballHistory.org for more.

Job Description

The Intern, Finance and Operations, will report directly to the Executive Director. The position performs a variety of clerical and routine technical accounting duties involved in performing financial record keeping and reporting, which may involve confidential and sensitive materials. The intern will primarily be responsible for processing revenue and accounts receivable transactions as well as assisting the Executive Director with all financial and accounting matters. The intern will help review and provide recommendations to the Executive Director on the IVHF chart of accounts, policies & procedures. The position is located in Holyoke, Massachusetts and requires minimal travel.

Summary of Duties and Responsibilities include but are not necessarily limited to:

- Perform data entry including revenues, invoices, and month-end adjustments
- Assist in the conduct and analysis of budget reviews
- Assist in reconciliation process for deposits, wires, credit card receipts, and basic GL accounts
- Assist in compilation of monthly financial statements
- Participate in implementing various financial policies & procedures
- Support Executive Director as requested
- Provide support for assigned IVHF events
- Other duties and projects as assigned

Minimum Qualifications

- Working toward, or recent graduate with a four-year college degree in Accounting, Business, or related
- Ability to compile facts and figures
- Ability to define problems, collect data, establish facts, and draw valid conclusions (reasoning)
- Excellent work ethic
- Proficient knowledge of Microsoft Office applications with emphasis on Microsoft Excel and Word
- Strong organizational and communication skills with attention to detail

Desired Qualification

- Volleyball experience or experience in the nonprofit industry is a plus
- Working knowledge of Quickbooks business/accounting software

Stipend Information:

IVHF internships are generally unpaid at this time due to limitations of available funding. Please inquire about any stipends that may be available. Credit and non-credit programs are acceptable.

Letters of interest should be sent by e-mail only to interns@volleyhall.org. Phone calls not allowed. Interns are accepted on a rolling basis throughout the year.