Lowell Observatory is looking for a Part-Time Accounting Intern to assist in the main Business Office as the organization continues to grow and expand. The Accounting Intern is responsible for assisting the Business Office staff with their regular duties. This position reports to the Controller in a positive and upbeat work environment.

Accounting Intern is required to work on campus with hours TBD Monday through Thursday. This position is for the Fall 2022 semester with the possibility of continuing through the Spring 2023 semester.

RESPONSIBILITIES

Assist in many aspects of accounting, including but not limited to accounts payable, cash receipts, and purchase orders.

- Assists with accounts payable entry into financial system.
- Helps manage electronic filing system as related to accounts payable invoices.
- Clears daily bank activity through the financial system.
- Assists with weekly cash deposit.
- Performs month-end bank reconciliations and assists with other month-end activities.
- Enters W-9 information into vendor files and periodically runs queries to search for missing vendor information.
- Other accounting and general office duties as assigned

QUALIFICATIONS

- Attention to detail; organization of work materials and files essential
- Ability to prioritize work effectively, timelines and complete tasks on schedule
- Excellent interpersonal skills and ability to work effectively and professionally with departments, agencies and personnel of diverse backgrounds
- Self-motivated, able to work with little supervision
- Proficient with Microsoft Office, some experience with Excel and Word

EXPERIENCE AND EDUCATION

Enrollment in a Business, Accounting or Finance degree program is required or a recent graduate in one of the same fields within the past 12 months. Prior experience in an office environment is preferred.

WORKING CONDITIONS

Often working at a computer for extended periods. At other times standing, walking, and bending. Occasionally moving throughout the campus, on sometimes uneven terrain. Ability to lift, stack and maneuver objects up to 40lbs.

Status: Part Time Hourly
Hours: 15-20 hours per week average
Term: Fall 2022 Semester, with possibility of continuing through the Spring 2023 semester
Compensation: $17.00-$19.00 per hour DOE
Benefit Eligible: Limited Part Time Benefits*
FLSA Classification: Non-Exempt
Location: Flagstaff, Lowell Observatory’s Mars Hill Campus

To Apply: Please send the following documents to jobs@lowell.edu
- Lowell Standard Application (www.lowell.edu/careers)
- Resume
- Letter of interest addressing your qualifications
- Phone numbers and e-mail addresses of three references

The deadline to apply is Sunday August 28th at midnight.

*Part Time employees will receive sick time accrual according to AZ state law. After 6 months of employment, part time employees are eligible to participate in a 5% match if they contribute 5% or more to their retirement plan, as well as 2 paid personal days per year. Additionally, after 6 months, funds in a lifestyle spending account will be available to the employee.

Employment is subject to passing a background check

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

VERSION August 2022/HR