



For more information or to apply, go to: http://www.mlb.com/careers/mlbam/?gh_jid=505261
Deadline: Open Until Filled

Accounts Receivable Intern

at MLB Advanced Media
New York, NY

The Accounts Receivable Intern will assist with preparing invoices to send out to MLBAM clients, filing and the matching of credit memos to applicable invoices in the JDE system. There will also be the opportunity to assist the Manager of Billings and Collections and the Director of Operational Accounting with Ad Hoc projects that may arise during the year.

Qualifications:

- Preferred availability: Monday – Friday, 9 a.m. – 6:00 p.m. (can commit to at least 20 hours per week during school year). Flexible to accommodate academic schedule.
- Working towards a bachelor's degree in Finance or Accounting
- General knowledge of US GAAP principles, practices and procedures
- Demonstrated skills in spreadsheet and other computer applications used in financial reporting/analysis. Must be **proficient** in Excel.
- Strong analytical, communication, organizational and interpersonal skills.