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**Athletic Business Office Internship**

 **Spring 2016**

Description:

The University of Evansville is seeking an intern in the Athletic Business Office. The position involves assisting the Director of Business Operations with all aspects of the daily operations of a Division I Athletic Business Office.

Primary duties include, but are not limited to the following:

* Audit and process various forms of payment including travel forms, expense reports, and payments to officials and game workers.
* Resolve any questions with coaches or administrators, assume role of liaison for the athletic department with University Accounts Payable and Accounting Offices.
* Assist with the development of the annual budget, including review of workbooks for gathering data from cost center managers and entry of data into spreadsheets.
* Handle information requests from the media, peer institutions, and other outside sources.
* Compile monthly cost center/sport budget vs. actual evaluations.
* Assist in clearing team travel advances and expense reports.
* Assist with outside auditor reports for annual reporting.
* Process monthly billing for the ACES Club.
* Handle any other accounting and/or research tasks as assigned.

Contact:

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