

ChicagoHistoryMuseum

Intern Project Description

Project Title: Accounting Intern

Supervisor: Director of Accounting

Objective: To assist accounting staff with federal 990 status and support document; additionally assisting with implanting a purchasing program with WBE/MBE resources. Other projects as assigned.

Responsibilities: Reconcile and research 990 filing and source materials

Qualifications: Internship applicants should be enrolled in a master's program with accounting emphasis or not for profit management.

Dates of Project: June 1, 2012 to August 31, 2012

Time commitment: Internship hours can be modified for a full or part time intern position.

Application Deadline: We are currently accepting applications for this internship opportunity.

How to Apply:

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.