

OPERA CAROLINA

Internship Opportunity

Position: Accounting for Non-Profits Internship

Time Frame: Fall (September through December)
Spring (January through May)

Goal: The Intern will interact directly with Opera Carolina's CFO and Finance Associate, and will gain hands-on experience over the course of the internship. The intern will be involved in data entry into accounting software system, the budgeting process, cash flow planning, and banking-related activities.

The Intern will work with all members of the Opera Carolina staff to obtain an atmosphere that is positive, forward-thinking, efficient and inclusive.

Duties: *The following are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of this position.*

Job Description: The Intern will interact directly with Opera Carolina's CFO and Finance Associate, and will gain hands-on experience over the course of the internship. The intern will be involved in data entry into accounting software system, the budgeting process, cash flow planning, and banking-related activities.

Requirements: Applicants should possess strong communications & organizational skills, as well as a flexible attitude regarding job duties. Computer skills (working knowledge of Microsoft Windows/Office, including Word, Excel, & Outlook) are required. Opera Carolina uses the MIP accounting software package.

To apply for this position, please send or email cover letter, resume and at least one reference list to:

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