



2021 Finance/Inventory/Vendor Support Intern

Job Description

Position:

Finance, Inventory, and Vendor Support

Overview:

Your internship will be a Spring/Summer opportunity to work for and be an integral part of one of the largest and most prestigious professional tennis tournaments in the world. You will work together with our Finance and Operations Coordinator, on site vendors, and volunteer groups to ensure a successful tournament.

Ideal skills:

- Experience/interest in finance and the sports industry
- Advanced knowledge of Microsoft Excel
- Strong communication and problem-solving skills
- Attention to detail and ability to multi-task
- Be willing to work hard and do whatever it takes

Internship Duties (May include, but not limited to the following):

Pre-Tournament:

- **Record and inventory all HP Shipments**
 - Physically inventory all boxes in each shipment and record in master spreadsheet
 - Work with Finance Coordinator to assign equipment to respective locations
- **POS System**
 - Test all registers to make sure they have all the pieces needed (data cable, power cord, Ingenico device, cash drawer) and to make sure they are operating properly.
 - Assist with distribution plan and keep accurate inventory of serial numbers and locations
- **Attend Food Court Meeting prior to the Tournament**
 - Help prepare Food Court Vendor packets
 - Manage all forms, and insurance certificates when received and distribute to appropriate departments
 - Assist in proofing all Food Court Vendor menus and adding/removing items
 - Set up and manage training schedule for Food Court Vendors with Appetize
- **Meal Allowance/Gift Cards**
 - Assist in management, organization, and loading of all gift cards
 - Keep accurate records of all gift cards sold/redeemed over the phone or through ticketing
 - Help train ticketing interns on gift card redemptions at the ticket windows
 - Sell & track meal allowance cards at the Volunteer Party
- **Invoices**
 - Prepare invoice sheets for Finance Director before check runs

- Scan and file all invoices paid by the finance
- **Prepare Reports to be used during tournament**
 - Prepare several tournament reports to be used by staff and volunteers
 - Keep expense reports up to date for Finance department

During Tournament:

- **POS System**
 - Be a second point of contact for all Food Court vendor, Tournament vendors, and Levy for all Point of Sale locations
 - Troubleshoot any issues that arise with registers, gift cards, etc.
 - Receive and reconcile Coke order forms and maintain spreadsheet for tracking
 - On Finals Sunday, help manage and coordinate the process of removing all cash registers from the grounds.
- **Finance**
 - Support Finance Committee with daily deposits, safe balancing, cash deliveries, etc.
 - Train Finance Committee on inventory reports they will maintain during tournament
 - Assist with pulling end of day reports
 - Help with preparation of daily cash drawers for W&S Open Vendors (Examples: Info Booth, Programs, Player Laundry)
 - Manage inventory of all Program Stand & Info Booth products (lanyards, pouches, souvenir pins, etc.).
 - Assist Finance Coordinator with monthly US Bank company credit card statements and organizing all receipts
 - Prepare per diems for umpires
 - Coordinate with Head Linesman Umpire for daily distribution of meal allowance cards

Other General Duties:

- Answer phone calls and general tournament questions
- Assist with set up and execution of special events
- Any other projects assigned by supervisor/other departments

Post Tournament:

- Plan and implement return of HP equipment
- Secure all equipment and supplies
- Inventory Appetize terminals
- Final reports and wrap up