



## Finance Project Coordinator/Intern

Gray Ghost Ventures is seeking an intern for our Accounting Department. The candidate will assist the Finance Manager with the coordination and process integration of a new financial system. Below please find a brief description of the requirements and responsibilities required to function successfully in this position.

Gray Ghost Ventures (GGV) is an impact investment firm dedicated to providing market-based capital solutions to entrepreneurs who are addressing the needs of low-income communities in emerging markets. GGV has played a significant role of the promotion of social investments globally. Our areas of work include: Microfinance, Social Investment and Affordable Private Schools. To learn more about GGV's mission, please visit [www.grayghostventures.com](http://www.grayghostventures.com).

Position Summary						
Title: <b>Finance Project Coordinator/Intern</b>				Department: <b>Accounting</b>		
Start Date	April/May	End Date	August 2010	Term of Internship	<input checked="" type="checkbox"/> Summer Intern	<input checked="" type="checkbox"/> Paid/Full-time
Requirements	<input checked="" type="checkbox"/> Current MBA Student		<input checked="" type="checkbox"/> B.A. Required			
Desired Concentration	MBA with a concentration in Accounting/Finance (minor in Computer Science or Information Systems a plus)					
Desired Skills/Qualifications	<ul style="list-style-type: none"> <li>• B.A. in Finance or Accounting required</li> <li>• Presently enrolled in MBA program preferred</li> <li>• Strong familiarity with financial systems including but not limited to:               <ul style="list-style-type: none"> <li>○ Budgeting</li> <li>○ Accounting</li> <li>○ Microsoft Excel</li> <li>○ QuickBooks</li> <li>○ Management reporting</li> <li>○ Expense recording and reporting</li> <li>○ Project databases</li> </ul> </li> <li>• Experience with systems selection, implementation, and/or support a plus</li> <li>• Proficiency with Excel required</li> <li>• Experience with Access (preferred)</li> <li>• Flexible, resourceful and self-motivated</li> <li>• Strong organizational skills, ability to work independently, and attention to detail a must!</li> <li>• Interest/Experience in fund/investment accounting strongly preferred</li> <li>• Willingness and ability to learn about the firm databases and spreadsheets.</li> </ul>					
PROJECT RESPONSIBILITIES						
<ul style="list-style-type: none"> <li>• Be liaison and coordinate Phase 2 of system integration with outside consultants</li> <li>• Other duties include:               <ul style="list-style-type: none"> <li>○ Prepare Excel spreadsheets for analysis</li> <li>○ Assist with Finance Mgr/Controller/Accountant with:                   <ul style="list-style-type: none"> <li>▪ Preparing and monitoring General Ledger Postings</li> <li>▪ Reconcile bank accounts and General Ledger Accounts</li> <li>▪ Supporting staff with any task related to bookkeeping procedures</li> <li>▪ Develop and deliver timely accountability reports and related analyses with respect to expense and revenue performance against budget.</li> <li>▪ Meet with managers to review financial results and develop forecasts</li> </ul> </li> </ul> </li> <li>• Participate in leading the implementation of Penny Accounting system and related business systems.</li> <li>• Coordinate financial systems integration with other business applications (Salesforce and AIM) and ensure the integrity of systems integration.</li> <li>• Develop a system and process of application support and training for the staff with regard to financial systems.</li> <li>• Ensure staff has adequate training and knowledge to maximize available functionality of systems.</li> <li>• Keep systems and related training current</li> <li>• Be the primary interface with third-party software suppliers. Ensure that enhancements and upgrades are implemented as appropriate.</li> </ul>						

#### PROJECT DESCRIPTION

- Will help implement and coordinate resources around finance system and process integration for GGV

#### PROJECT GOALS/OBJECTIVES

- Make specific recommendation and oversee subsequent projects related to overall confidence in financial numbers/reporting of GGV enterprises.
- Develop clear understanding of overall strategic direction and recommend/implement financial reporting activities that support this direction.

#### Requirements & Submission Instructions

Please email applications and all required documents below to [interns@grayghostventures.com](mailto:interns@grayghostventures.com) by March 26<sup>th</sup>, 2010. Be sure to reference job title in Subject Header.

- Cover letter describing how your past experience will enable you to excel in this position
- Resume
- Letter of Recommendation (1)
- Professional references (3)
- Copy of Unofficial Transcripts
- Completed GGV application (to download a copy of the application, please visit [www.graymatterscap.com/advancing-knowledge/portfolio/internship-program](http://www.graymatterscap.com/advancing-knowledge/portfolio/internship-program))

*\*Incomplete application packages and late submissions may not be considered. Only those candidates selected for interviews will be contacted.*

***For more information on the Internship Program please visit [www.graymatterscap.com](http://www.graymatterscap.com).***