



*Transform* your future.

## Internship Program

### Accounting Internship - Summer

**Blackford provides students with a diversified, hands-on experience in downtown Grand Rapids, MI.**

Blackford Capital ([www.blackfordcapital.com](http://www.blackfordcapital.com)), a fast-growing private equity firm based in downtown Grand Rapids is looking for an intern to assist with the company's accounting and office management efforts. Blackford Capital currently owns six portfolio companies nationally and employs seven professionals. Blackford Capital offers part-time internships in the fall and winter semesters, as well as full-time during the summer. The intern will support Blackford Capital's Controller and Office Manager. This is a great opportunity to gain valuable, hands-on accounting and office management experience in a dynamic organization.

#### **JOB DESCRIPTION**

The intern will work closely with Blackford Capital's Controller and Office Manager to provide support in the following areas:

##### **Accounting**

- Post financial transactions into QuickBooks On-line account registers
- Prepare account reconciliations
- Assist in the preparation of internal and external financial reports
- Organize financial records
- Track accounts receivable and vendor payables
- Participate in portfolio company governance

##### **Office Management**

- Update contacts in Microsoft Outlook and Navatar (business development tool)
- Preparation and tracking of expense reports
- Book business travel
- Facilitate appointment scheduling

Additional responsibilities will be tailored to the skill level of the applicant.

## QUALIFICATIONS/EXPERIENCE

Candidates should be self-starters with an ability to work independently.

Additional qualifications include:

- Business major desired with an emphasis in accounting
- Superior computer skills, including Word, Excel, Outlook
- QuickBooks expertise a plus
- Outstanding writing skills
- Professional appearance and attitude with solid knowledge of business etiquette
- Great attitude and sense of humor with a calm and professional demeanor
- Dependable, mature, and able to work independently
- Ability to demonstrate good judgment and initiative

## SCHEDULE & COMPENSATION

Compensation is negotiable and based on past experience.

### » TO APPLY

Please send cover letter and resume to **Barb Zenker** at [bzenker@blackfordcapital.com](mailto:bzenker@blackfordcapital.com) or call (616) 328-6862.

## SCHOOLS REPRESENTED by INTERNS and EMPLOYEES



HARVARD BUSINESS SCHOOL | STANFORD GRADUATE SCHOOL of BUSINESS | UNIVERSITY of CALIFORNIA (IRVINE)  
UNIVERSITY of SOUTHERN CALIFORNIA | WILLIAMS COLLEGE | BOSTON COLLEGE (CARROLL SCHOOL of MANAGEMENT)  
UNIVERSITY of CHICAGO | UNIVERSITY of PENNSYLVANIA | BRIGHAM YOUNG UNIVERSITY | GRAND VALLEY STATE UNIVERSITY  
UNIVERSITY of VIRGINIA (McINTIRE SCHOOL of COMMERCE) | UNIVERSITY of NEBRASKA (OMAHA)

