



BERKSHIRE
SOCCER ACADEMY FOR GIRLS

Accounting Intern

Location: East Otis, Massachusetts

Type: Private residential soccer camp

Compensation: commensurate based on experience

Dates: Approximately mid-June to late August

Benefits: Travel stipend, comfortable housing, delicious meals, access to camp facilities, regularly scheduled time-off

Description: The Berkshire Soccer Academy is an overnight soccer camp for girls. We offer an elite training experience for girls, ages 9-16, in a traditional camp setting on a private lake in the Berkshires.

The Accounting Intern will work under the Office Manager to handle all camp accounting tasks, including payroll, purchasing, and bookkeeping. A typical day for the Accounting Intern may begin as early as 8:00AM and end as late as 5:30PM; this includes a regularly scheduled day off. The Accounting Intern will live in an all-staff cabin at camp and has a dedicated computer for accounting work in the camp office.

Job Qualifications:

- Must be working toward becoming an Accountant
- Must have at least 2+ years of experience working in an office setting
- Proficiency with computers, particularly all MS Office programs and Quickbooks
- Experience handling payroll
- Proven ability to learn and manage online database programs
- Attention to detail and organized
- Must be hard-working, enthusiastic, and a fast-learner
- Must be reliable, mistake-averse, and a self-starter
- Must be friendly and personable with staff and campers

- **WELL-BEING:**
 - Must be committed to the safety and well-being of our campers at all times; physically, psychologically and socially
 - Must have experience modeling healthy habits and safe behavior
- **CONNECTION:**
 - Must have ability to engage with, appeal to, and be sensitive with kids and adults
 - Must have ability to work directly with the camp President and camp Directors
- **PROFESSIONALISM:**
 - Must have proven success working within a team, meeting deadlines, being punctual, and collaborating with coworkers and supervisors
- **POSITIVITY:**
 - Must have proven experience as a positive role model to kids and adults
 - Must be able to demonstrate optimism and flexibility in the face of adversity
 - Must be open to receiving constructive feedback, and proven experience taking action to correct performance when necessary

To Apply: Please visit our website www.berkshiresocceracademy.com and complete the Staff Application as thoroughly as possible.