Illinois Alliance of Boys & Girls Clubs

Street Address: 400 W. Monroe, Suite 206, Springfield IL 62704

Phone number: 217.527.8800

Email Address: amartin@bgca.org Agency Contact: Andrea Martin, Operations Manager

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
The Illinois Alliance of Boys & Girls Clubs (IABGC) is a statewide not-for-profit association affiliated with Boys & Girls Clubs of America. The IABGC is an alliance of 24 Boys & Girls Clubs in IL whose purpose is to: 1) advocate for the interests of the 24 Illinois B&GC organizations, 2) develop and administer statewide programs, initiatives and partnerships that bring resources to Clubs to help them serve youth, 3) promote awareness of the impact of B&GC programs to the public and policymakers; 4) support Clubs’ provision of high-quality services

Internship or Job Description
Accounting/Finance Assistant Internship
- Budget analysis and maintenance
- Back-up documentation review and assessments
- Fiscal technical support to affiliates
- Post journal entries
- Accounts payable
- Database and fiscal data management
- Reconciliation of month-end and year-end reports
- Administrative Support
- Works closely with Alliance Fiscal Assistant and Alliance Operations Manager

Basic student learning anticipated
Working for the IABGC will give a student broad, hands-on experience in accounting and finance. The student filling this position will handle a wide range of fiscal duties for a progressive not-for-profit, affiliated with a well-known national organization. Fiscal management will relate to grant projects of affiliates, administered by the IABGC.

Hours per week: Up to 40

Number of weeks: 8-16

Position Available: Spring

Paid/a stipend is associated with internship Updated: 10/05/17