



## Accounting Intern

Internship: June 12 – August 11, 2023

Location: Camp Runoia in Belgrade Lakes, ME

**Mission:** The Canyonlands Accounting Internship is an exciting opportunity for a recent graduate or current undergraduate student with a basic understanding of GAAP and financial principles to get immersed into the exciting reality that is summer camp business operations. Under the supervision of the Canyonlands Accounting Team and the Camp Runoia Office Manager, the Accounting Intern will provide support on the accounts payable process, navigating bookkeeping software and preparing journal entries and account reconciliations. Additionally, the Accounting Intern will develop and maintain actionable operational analysis for key controllable expenses and assist with other accounting activities. The ideal candidate has a positive attitude and is collaborative, trustworthy, receptive to feedback, and eager to learn.

### Required Qualifications:

- Must be a recent graduate or actively working towards a Bachelor's in Accounting
- Satisfactory completion of general accounting courses and a basic understanding of accounting and financial principles
- GPA of 3.0 or higher
- Aptitude for math, proficiency with computers including Excel and Google Suite
- Strong verbal and written communication skills
- High level of efficiency, accuracy, responsibility and confidentiality
- Motivation, self-starter and a strong desire to take on new challenges and learn as much as possible

### Preferred Qualifications:

- Loves dogs
- Passionate about the great outdoors
- Believes all youth deserve social and emotional education
- Seeking a mission-driven purpose in their work life

**About Canyonlands:** Canyonlands is a startup investment firm building a portfolio of business at the intersection of outdoor recreation and youth development. *Our mission is to empower tomorrow's leaders to enjoy moments of purpose and achievement, cultivate lifelong bonds, and conserve the great outdoors.*

Canyonlands Fund was founded in December 2019. Our flagship business, Canyonlands Camps, launched in May 2021 with the acquisition of a sleepaway summer camp in West Virginia. Since then, we have acquired two subsequent camps in Maine and West Virginia and hope to acquire three summer camps per year before expanding into adjacent youth development verticals. Canyonlands has a real estate investment arm (camp properties), an operating company branch (summer camp operations), and a management company (the partner services that oversees and supports the two).

Canyonlands is led by Caroline Matthews and Connor McCarthy, a wife-and-husband team who met while hiking in Bhutan on a Stanford Business School trip where they were earning their MBAs. Caroline and Connor began their careers at McKinsey and Google, worked in private equity after business school, and operated and sold small businesses prior to launching Canyonlands. Canyonlands is backed financially by fifteen family offices and investment funds as well as a small handful of summer camp professionals.



<b>Roles &amp; Responsibilities</b>	
1)	<p><b>Accounting</b></p> <p><b>Accountabilities:</b></p> <ul style="list-style-type: none"><li>● Record vendor invoices and receipts in Bill.com to ensure timely payment</li><li>● Reconcile vendor statements in accounting system</li><li>● Obtain required W-9 information from vendors</li><li>● Develop a list weekly of credit card charges incurred without receipts and work with camp operations team members to obtain the receipts for entry and reconciliation</li><li>● Prepare and post journal entries</li><li>● Assist Canyonlands Accounting Team in reconciling accounts on a monthly basis</li><li>● Communicate opportunities to improve processes</li><li>● Prepare other ad hoc reports, as required.</li></ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"><li>● US GAAP knowledge</li><li>● Detailed oriented and strong organizational skills</li><li>● Multi-tasking abilities</li><li>● Maintains high level of integrity, honesty and confidentiality</li></ul>
2)	<p><b>Camp Operations Support</b></p> <p><b>Accountabilities:</b></p> <ul style="list-style-type: none"><li>● Develop and maintain actionable operational analysis for key controllable expenses to inform Camp Directors of real-time status of key KPI's and costs incurred to date vs. budget.</li><li>● Assist with seasonal staff on/off-boarding</li><li>● Assist Office Manager in duties, as delegated</li><li>● Maintain petty cash including maintaining an accurate current accounting and receipt management</li><li>● Perform forward-looking analysis, as needed, including forward-looking forecasts for controllable expenses for use in company-wide cash flow forecast</li></ul> <p><b>Capabilities:</b></p> <ul style="list-style-type: none"><li>● Process orientation</li><li>● Financial and operational KPI fluency</li><li>● Systems thinking</li><li>● Advanced Excel modeling skills</li></ul>
3)	<p><b>Culture</b></p> <p><b>Accountabilities:</b></p> <ul style="list-style-type: none"><li>● Champion an environment of mutual support and collaboration, excitement to test and try new things, being scrappy and entrepreneurial, and sticking to and following through on our commitments</li><li>● Reinforce a results-oriented culture of excellence that permeates throughout Canyonlands and across its portfolio companies</li></ul> <p><b>Capabilities:</b></p> <ul style="list-style-type: none"><li>● Inclusive and approachable</li><li>● Authentic</li><li>● Reliable and consistent</li></ul>



**Application Process: How do I apply?**

Email Sheri (Sheri[@canyonlandsfund.com](mailto:Sheri@canyonlandsfund.com)) & Michael ([Michael@canyonlandsfund.com](mailto:Michael@canyonlandsfund.com)) with your resume and additional insight into why you are interested in the role.