



FELLOWSHIP PROGRAM

Accounting Fellowship Position Description

The McPherson Implementing Local Redevelopment Authority (MILRA), a political subdivision of the State of Georgia, is seeking a qualified individual for its Urban Planning/Economic Development Fellow position. MILRA was established to implement a reuse plan for the former Fort McPherson Army base, a 486-acre military facility in Southwest Atlanta that closed in September 2011.

The MILRA Fellowship program represents a tremendous opportunity to positively impact the way the former Ft McPherson Army base will be transformed into a viable sustainable community in SW Atlanta.

The MILRA Urban Planning/Economic Development Fellow will provide technical, administrative, clerical, and general support to MILRA staff. In this capacity, the Fellow will work very closely with MILRA Staff and will receive direction to ensure objectives are achieved and deadlines are met. This role involves frequent interaction with various MILRA stakeholders, including citizens and businesses in the MILRA Planning Area, City of Atlanta leadership, Invest Atlanta, MARTA, State and Federal funding and data sources, and the commercial and multifamily real estate community.

Our Fellowship Program will provide temporary, part-time invaluable work experience. This position offers practical work experience to first or second year graduate students focusing on several disciplines including, but not limited to: Marketing, Economic Development, Research, Real Estate, Urban Planning, and Geographic Information Systems (GIS).

We are seeking candidates that can work a minimum of 20 hours per week. Work schedules will be set upon hiring and are flexible to accommodate class schedules. Candidates must be able to attend MILRA evening meetings conducted once or twice per month.

GENERAL RESPONSIBILITIES

- Provide technical, clerical and other project-related administrative support for MILRA staff.
- Process and record account payable transactions ensuring that all invoices and staff reimbursements are paid timely, accurately, and in accordance with MILRA accounting policies and procedures.
- Assure timely and accurate customer billing/invoicing. Manage cash application making sure all cash receipts are applied properly. Conduct credit checks on all customers, establish and manage credit terms and limits.
- Make recommendations to improve quality of invoicing and collection procedures.
- Draft white papers and other media supporting project efforts. Obtain information online or directly from external vendors, as requested.
- Interact effectively with all staff levels.
- Complete other tasks and duties, as assigned.
- Staff and assist with periodic meetings and events.

SKILLS AND QUALIFICATIONS

The ideal candidate is a quick learner who demonstrates communications and technical skills and possesses the following skills:

- Demonstrated passion and skill for data collecting and analysis.
- A proven track record of academic and professional excellence
- Proficient with PC's and significant experience with SAGE/Peachtree Accounting Software and/or QuickBooks is required.
- Ability to apply strong problem solving techniques.
- Organization and time-management skills.
- Ability to multi-task and handle a fast-paced, dynamic, environment.
- Ability to interact with stakeholders and constituents in a professional manner.
- Ability to work independently with minimal supervision.
- Excellent research, writing, communications and analytical skills.
- Familiarity with Microsoft Outlook, Excel, Word and Power Point are required.
- Ability to plan work and meet deadlines.

BENEFITS

- Exposure to one of the city's most significant economic development projects.
- Academic credit, if appropriate.
- Exposure to the area's development community.
- Letters of recommendation provided upon successful completion of the fellowship.
- Opportunity to interact with civic and community leaders.
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We are accepting candidates for our Fellows Program (Summer 2017).

Interested candidates should upload a cover letter and resume by **5 p.m. on May 11, 2017** to Denise Perkins-Griffith at hr@fortmaclra.com .

Please see our website at: www.fortmaclra.com for additional information on the Authority.

The McPherson Implementing Local Redevelopment Authority (MILRA) is an Equal Opportunity Employer.

