



Position Title: Intern – Finance & Administration

Responsible To: Director – Finance & Administration

Background: USA Ultimate (USAU) serves as the national governing body for the sport of ultimate in the U.S. and is a member of the United States Olympic & Paralympic Committee. Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition.

Working at USA Ultimate: While managers have a good deal of autonomy, the organization values teamwork and collaboration, and team members seek support, insight and suggestions from one another on a regular basis. Additionally, staff remain willing to pitch in at times when all-hands-on-deck are needed. There is a lot of passion amongst the headquarters team, and we are looking for an intern who can share their own passion and work ethic to help support USA Ultimate's strategic goals.

Position Summary: The Intern role supports the Finance & Administration Department of USA Ultimate. You will assist with a variety of accountant tasks, data entry and organization. An ambitious learner with a can-do attitude, a team player, and a good communicator will do best in this role.

Key Responsibilities:

- Support the financial department with a wide variety of accounting tasks including preparing general ledger reconciliations, assisting in month end closing procedures, and helping with monthly financial reports.
- Coordinate accounts receivable including recordkeeping, tracking, and receiving.
- Manage accounts payable including entering invoices, organizing all amounts owed, and preparing checks for payment.
- Perform other work-related duties and special projects as assigned.

Qualifications:

- Degree-seeking student at a college, university, community college, or trade school.
- Numbers oriented.
- Organizational skills, attention to detail, prioritize and execute competing assignments.
- Highly effective written and verbal communication skills.
- Ability to collaborate in a team setting with a diverse group of teammates.
- Passion for engaging and supporting people of diverse identities, backgrounds and experiences.
- Proficient with office-related software including word processing, database, and spreadsheet management.
- Knowledge of Quickbooks Online preferred, but not required.
- Ability to work independently on projects.
- Ability to demonstrate USA Ultimate's core values: Leadership, Equity, Integrity, Responsibility, and Joy.



Details:

- Earned college credit is preferred.
- In-office attendance is required 2-3 days per week at USA Ultimate headquarters in Colorado Springs, CO.
- Commensurate with experience, hourly range is \$23-27 per hour with 30-35 hours per week anticipated from June through early August.
- Option to work at a USA Ultimate championship event in Denver.

Projected Start Date: June 1, 2026

Application Deadline: Preferred submission by December 15, 2026

Application Process: Send a cover letter and résumé to Human Resources at HR@hq.usultimate.org

USA Ultimate provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

USA Ultimate strives to increase its workforce diversity. Applicants of color, women, individuals with disabilities, applicants from low-income backgrounds, and LGBTQIA+ applicants are strongly encouraged to apply.