



Accounting Internship

Role: Accounting Intern
Department: Accounting
Pay Status: Unpaid

Classification: Intern Volunteer
Mentor: Chief Financial Officer
Time Span: Flexible. 10-20 hrs/week
(20-30 hrs during the month of October)

Summary:

The Arizona Exposition and State Fair is looking for a driven, diligent individual to contribute to the AESF Accounting Department. Our accounting intern will have the opportunity to learn new skills and make a significant contribution to the Accounting Department by participating in a number of exciting projects. Under the supervision of the Chief Financial Officer, the intern will learn how to complete internal and external management reports. The accounting intern will also have opportunities to attend department meetings as well as periodically sit in on staff meetings. This is an excellent opportunity to gain accounting knowledge and experience in event/venue management.

Main Knowledge Objectives *(This is a list of what the intern can expect to learn)*

- Assist with Accounting and other Administrative functions
- Review financial statements
- Preparation of financial statement
- Update accounting records
- Create invoice records and assist in collections
- Prepare bank deposits
- Prepare financial reporting packages
- Process Account Payable
- Process Account Receivable
- Become familiar with Government accounting
- Experience payroll management

Qualification/Requirements:

- Organized and dependable, with high attention to detail
- Ambitious, positive attitude, and a desire to build a career in the Accounting field
- Possess a strong desire to learn and eagerness to gain hands-on experience
- High level of professionalism, and motivation to be on time and meet deadlines
- Ability to work independently
- Working knowledge of Microsoft Office Suite

Education Requirements:

College/University student working toward an Accounting Degree. Accounting graduates with or without experience in Accounting may also apply.

Physical Requirements:

Must be able to sit for extended periods of time in front of a computer and must have good communication skills (i.e., communicate clearly and effectively in both written and spoken English).

Interested applicants should submit cover letter, resume, and availability to: julie.dougherty@azstatefair.com

Must be 18 years of age or older and have a valid driver license.

EEO/RAE. Can't commit? We welcome volunteers.