



Accounting Intern

Arts & Learning Conservatory, a not-for-profit organization with nearly \$345K in annualized revenues, has been a leader in the development of quality after-school arts programs through instrumental, dance and performing arts instruction since 2004. Our office and studios are located in Costa Mesa, California, U.S.

Arts & Learning Conservatory designs and produces performance and musical theatre arts services that are used by school districts to fulfill their after-school arts programs. The after-school arts programs play an important role in ensuring today's children receive exposure to cultural arts face-to-face -- not just from cell phones, television and personal computers.

Arts & Learning Conservatory's business units are vertically integrated to optimize our business plan and provide the highest quality products and service to our customers. Arts & Learning Conservatory leads the after-school arts program field and seeks highly motivated men and women who want to work on a winning team with a mission, where their contributions to that mission are recognized and rewarded.

The Position:

Arts & Learning Conservatory's corporate accounting department, located in Costa Mesa, California is offering a paid student internship during summer and potentially continuing on a part-time basis through the academic year. The internship program will provide the student with relevant skills in a variety of accounting functions via on-the-job training.

RESPONSIBILITIES:

- * Reconciling general ledger accounts
- * Roll forward analysis of balance sheet accounts
- * Monthly financial statement review and analysis
- * Assist with general accounting month-end closing procedures
- * Assist with Sarbanes-Oxley compliance testing
- * Provide clerical support for Sales Tax reporting
- * Functional expense reporting and budget development
- * Complete special projects as needed and other duties assigned

REQUIREMENTS:

- * Must be actively enrolled in an undergraduate program at an accredited local technical college or University, with a major in Accounting or Business Administration. Junior or Senior level, with current GPA of 2.75 or above.
- * Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment.
- * A high level of integrity, accuracy, dependability, enthusiasm, and confidentiality.
- * Proficient in Microsoft Office applications (Excel, Word, and PowerPoint).
- * Position will require a minimum of 10 hours and a maximum of 20 hours per week.
- * Must be authorized to work in the U.S. without Visa sponsorship.

TIME COMMITMENT:

- * Hours of operation are 10:00am and 5:00pm Monday thru Friday
- * Must be available to work up to 20 hours per week during the summer (June – September)
- * Must be available to work up to 20 hours per week during academic year

BENEFITS:

- * Receive direct supervision from the Business Manager
- * Participate in professional training offered to all employees
- * Engage in employee events, such as company picnic, stage productions
- * Build resume and explore career options
- * Apply skills and knowledge to the workplace
- * Academic credit will be available to qualifying students who receive approval of their university
- * Flexible scheduling to allow for finals and changes in class schedule
- * Upon successful completion of internship, will be provided with letter of recommendation

RATE of PAY:

- * \$11.50-\$12.00 per hour DOE
- * Opportunity for increased pay based on quarterly performance evaluations

Send resumes to: cheryl@artsandlearning.org