



ARTS COUNCIL
OKLAHOMA CITY™

Accounting Internship

The accounting intern works in the finance department learning to process daily accounting transactions, perform clerical functions and assist with various company events. The intern computes, classifies, records, and verifies numerical data for use in maintaining accounting records, converts proper supporting documentation to electronic form and electronically attaches and files these documents after they have been processed.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Compile and sort documents, such as invoices and checks, substantiating business transactions.
- Verify proper documentation and approvals for transactions are obtained and that the coding of the transactions is
- Enter data from accounts payable and accounts receivable documents into the accounting system.
- Assist in updating the vendor and customer files and other databases.
- Organize and file documents in accounting file system.
- Assist with miscellaneous tasks necessary to prepare for departmental duties at various events.

General Information

To perform the job successfully, the qualified intern should demonstrate attention to detail and excellent organizational skills. He or she must work well with staff and volunteers, have the ability to maintain a high level of confidentiality, present numerical data effectively, work ethically and with integrity, demonstrate accuracy and thoroughness, have strong verbal and written communication skills, and be comfortable operating a computer with various software packages. At the completion of this internship, the successful candidate will have hands on experience performing basic bookkeeping tasks and be familiar with our accounting software and basic office systems. The internship should provide them with skills that would be universally beneficial in any accounting office.

Business hours at the Arts Council are 9A.M. to 5P.M. The hours required for the internship are 8-10 hours per week, but hours are flexible depending on the intern's school schedule.

To apply, submit resume and a cover letter to lvaughan@artscouncilokc.com or to:

Lindsay Vaughan
Internship Program
Arts Council Oklahoma City
400 West California
Oklahoma City, OK 73102

Questions? Contact Lindsay Vaughan at (405) 270-4897 or email lvaughan@artscouncilokc.com

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