



TRANSPORTATION FOUNDATION OF LOS ANGELES



## **Administrative Intern, Financial Section**

### **DESCRIPTION**

This assignment is within a municipal setting and involves review of invoices to ensure that charges are processed in a timely manner in order to resolve end of year reversion conflicts and follow-up with appropriate city departments on any perceived discrepancies. The student intern will also be responsible for providing narrative and financial reports to the division manager when required, monitoring and recommending for approval charges against multiple projects and performing any other related financial duties or assignments.

The required skills and abilities include working independently and as a part of a team; researching and assessing financial documents; analyzing charges and ensure accuracy and completeness, preparing reports before deadlines; communicating well orally and in writing; and interacting daily with co-workers and division managers regarding financial matters. The intern should also possess knowledge of and strong skills in MS Excel, is able to operate office equipment such as printers, calculators, photocopiers and fax machines.

Preferred internship candidates are those who have a good understanding of accounting and financial management practices and are willing to receive on the job training. Prospective interns should be able to work independently as well as part of a team.

**Currently enrolled students with a 3.0 minimum GPA are encouraged to apply** by sending a resume, cover letter, and a copy of your unofficial transcript verifying GPA. Send applications to [TFLAinternships@gmail.com](mailto:TFLAinternships@gmail.com).

**SALARY:** \$17.50/HR

**HOURS:** 15-29 HRS/WEEK

**LOCATION:** Downtown Los Angeles

**DESIRED CLASS LEVEL(S):** Junior, Senior, Graduate Student

**QUALIFICATIONS:** Students with 3.0 or higher GPA's and minimum six months until graduation.

### **Contact info:**

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