



TRANSPORTATION FOUNDATION OF LOS ANGELES



## **TFLA Admin/Accounting Intern, Financial**

### **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 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 and ability in MS Excel.

Preferred candidates are those who have a good understanding of accounting and financial management practices and are motivated to learn. 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, and a copy of your unofficial transcript verifying GPA. Send applications to [TFLAinternships@gmail.com](mailto:TFLAinternships@gmail.com).

**SALARY:** \$21–22/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 one year until graduation.

### **Contact info:**

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