



Accounting Internship

The Accounting Intern will assist with administrative and accounting tasks of Downtown Lafayette Unlimited.

About Downtown Lafayette:

Downtown Lafayette Unlimited (DLU) aims to create cohesion amongst Downtown business leaders, advocate for their success, and market the district's assets. DLU's mission focuses on programming, business resources, marketing and advocacy. DLU is a 501(c)(6) non-profit organization responsible for programming and marketing the district through various activities such as Downtown Alive!, ArtWalk, Merry & Bright Downtown Christmas Series, and more. For more information on these Downtown organizations, please visit www.downtownlafayette.org.

Core Responsibilities:

- Assist with data entry in QuickBooks
- Assist with monthly credit card statement reconciliation
- Prepare financial reports, such as balance sheets and income statements
- Prepare invoices and expense reports
- Assist in maintenance of filing system
- Provide administrative support as needed

Expectations:

- Must be a recent graduate or actively working towards a Bachelor's in Accounting
- Satisfactory completion of introductory accounting courses and a basic understanding of accounting and financial principles
- Aptitude for math and proficiency with computers
- High level of efficiency and accuracy
- Recognize and work to deadlines
- 15-20 hours per week

Benefits:

- Become part of the growth and excitement of Downtown
- Develop valuable hands-on experience in bookkeeping for a non-profit organization
- Letter of recommendation upon completion of a satisfactory internship program

Interested candidates should submit their resume and cover letter to amy@downtownlafayette.org with "Accounting Intern" noted in the subject line.