



## Trainee/Internship Program Offer

**(10123) Accounting Position - Los Angeles, CA**



**Start Date(s):** ASAP

**Hours:** 32-40 / week

**Location:** Los Angeles, California

**Program Duration:** 6 months minimum

**Compensation:** unpaid

**Position:** 1

### **Host Company Description**

The Host Company is located in a famous "City of Angels" and has been on the market for ten years. It provides audio and visual services for producers, directors, camera operators, filmmakers, conference presenters, etc. The company has participated at variety of productions and projects. To its recent customers count names such as McDonald's, Toyota, Coca Cola, Beverly Hills 90210, CSI: Miami, Twilight's Grace, Chloe, Foo Fighters, Red Hot Chili Peppers, Alicia Keys, etc.

### **Position Description**

- Create an Excel spreadsheet to list each receipt, interpret figures
- Determine Fixed Assets, Create sales by items reports
- Working with financial data from Rental Dept. to determine future investment possibilities
- Preparing reports, data entry, creating statements, reviewing invoices and account activity, collections, and filing

### **Applicant Qualifications**

- To apply for an **internship** program, you must be an **Accounting/Finance/Business Management** undergraduate student OR a recent graduate starting the program within 12 months of graduation.
- To apply for a **trainee** program, you must hold an **Accounting/Finance/Business Management** degree and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Advanced English communication skills required
- Excellent writing skills, detailed oriented, able to learn quick, self-motivated, multitasking

### **How to Apply:**

1. Submit professional resume (preferably with picture)
2. Indicate availability dates (start and end date)
3. Indicate program category: Trainee or Internship
4. Indicate offer number and position title for which your candidate is applying for

