

## **Accounting Arsht Interns Program**

### **Program Responsibilities**

The accounting intern will work closely with the Arsht finance team on several projects and receive hands-on experience and mentorship in a fast-paced department. Applicants should be detail-oriented and have strong computer and interpersonal skills, as they will be required to work with numerous spreadsheets as well as interact with different departments.

The accounting intern will assist with:

- Processing invoices through a paperless system.
- Reviewing monthly credit card expenses.
- Reviewing settlement documents.

### **Program Requirements**

- College junior or senior status, pursuing a degree in accounting.
- Must have completed an intermediate and/or advanced accounting course.
- Must be at least 18 years old (prior to starting the internship).
- Superior computer skills.
- Microsoft Excel: 1 year (preferred).
- Minimum 20 hours up to 24 hours of availability weekly.
- Strong interest in the arts.

### **Job Type**

Internship

### **Work Location**

In person

## **Schedule**

Day shift, some nights and weekends

Must be available for the entirety of the 14-week program

Must be available to come in from 9-5 every Wednesday

## **Ability to commute/relocate**

Miami, FL 33132

Reliable method of transportation or planning to relocate before starting work (required).

## **Salary**

\$16.00 per hour

*This is a paid internship that can be taken for school credit. Please check with your school for additional details.*

## **Physical Demands**

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 20 pounds of materials. The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

## **About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County**

The Arsht proudly serves as the cultural pulse of Miami – the heart of magical live arts experiences that spark the imagination and connect people to one another. Whether on our stages or in your neighborhood, the Arsht is alive year-round with international artists, innovative programming from resident companies and local arts partners, free community events that reflect Miami’s unique identity and more than 100 culturally diverse and impactful learning experiences for 80,000 children every year.

Since opening in 2006 in the heart of downtown, the Arsht, a 501(c)(3) non-profit organization, has been recognized as a leader in the city’s cultural transformation, a catalyst for billions of dollars in new development and a host venue for historic events. The 300+ annual Arsht events include a robust series of touring Broadway musicals direct from New York, star-studded jazz and classical music concerts curated for South Florida, a major annual Flamenco Festival and an award-winning Miami-based theater program. In addition, Family Fest, Gospel Fest Miami, Art + Mind Day, Heritage Fest and our LGBTQ+ Pride celebration are among dozens of free events that bring people from all corners of our community together. For more information, visit [arshtcenter.org](https://www.arshtcenter.org).

**The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.**