

**ACCOUNTING INTERN (PART-TIME) LOS ANGELES
MELISSA ANDRE EVENTS INC.**

**PART-TIME POSITION: MON,WED,FRI 10:30AM-6:30PM
ON-SITE EVENT ASSISTANCE REQUIRED (SOME EVENINGS + WEEKENDS)
THERE IS SOME FLEXIBILITY IN THE SCHEDULE - PLEASE PROVIDE AVAILABILITY**

**COMPENSATION: Monthly honorarium will be negotiated after 3 month
successful internship completion.**

JOB BRIEF

THE ACCOUNTING INTERN WILL REPORT TO THE BUSINESS MANAGER AT MELISSA ANDRE DESIGN CO. LLC WHO IS RESPONSIBLE FOR ENSURING THE EFFICIENCY OF BUSINESS OPERATIONS.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO):

- UPDATE COMPANY DOCUMENTS (MUST BE PROFICIENT IN MICROSOFT WORD, EXCEL, PPT.
- ASSIST WITH ORDERING OFFICE SUPPLIES, EQUIPMENT, BUSINESS CARDS, ETC.
- GATHER, ANALYZE, AND INTERPRET INTERNAL DATA AND WRITE REPORTS FOR REVIEW.
- RECONCILE ALL COMPANY CREDIT CARDS AND BANK ACCOUNTS
- ASSIST WITH MAINTAINING BUDGETS EVENTS AND PROGRAMS
- DISPUTE CHARGES FOR ONLINE ORDERS IF NECESSARY AND CONTACT VENDORS TO ENSURE ALL PROPER BACKUP RECEIPTS, INVOICES, AND W9'S ARE ON FILE.
- REPRESENT THE COMPANY IN EVENTS, CONFERENCES, TRADESHOWS - WHERE NECESSARY
- ORGANIZE AND SCAN RECEIPTS AND FILE ELECTRONICALLY
- RUN ERRANDS AS NECESSARY
- PERFORM DUTIES AS ASSIGNED

DESIRED SKILLS AND EXPERIENCE:

- HIGHLY ORGANIZED AND DETAILED WITH THE ABILITY TO FOCUS ON OPERATIONAL AND ORGANIZATIONAL TASKS
- STRONG WRITING AND COMMUNICATION SKILLS (PERFECT GRAMMAR)
- DEMONSTRATES A TRUE INTEREST IN OUR CLIENTS, THE COMPANY, OUR PARTNERS
- DEDICATED AND COMMITTED TO TOP QUALITY SERVICE AND THE BEST POSSIBLE CLIENT EXPERIENCE
- ABILITY TO MEET EXPECTED DEADLINES AND WORK IN A HIGH-PRESSURE ENVIRONMENT
- MUST HAVE ACCESS TO VEHICLE AND LAPTOP COMPUTER WITH ALL NECESSARY PROGRAMS
- ABILITY TO MAINTAIN RECORDKEEPING SYSTEMS AND PROCEDURES
- WORK TOWARDS BECOMING PROFICIENT IN QUICKBOOKS (PREVIOUS EXPERIENCE WITH QUICKBOOKS IT'S A HUGE ASSET)

THE POSITION REQUIRES COMMITMENT AND ADHERENCE TO THE BRAND STANDARDS DEMONSTRATED BY MELISSA ANDRE EVENTS INC.

APPLICATION PROCESS

1. EMAIL RESUME AND COVER LETTER IN PDF. FORMAT TO: JOBS [@] MELISSAANDRE . COM
2. INCLUDE NAME OF POSITION YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION (**ACCOUNTING INTERN (PART-TIME) LOS ANGELES**)