

Accounting Intern Job Description

Company Profile:

Established in 2002, The Pabst Theater Group presents an average of 450 events annually at three historic venues in downtown Milwaukee: The Pabst Theater, Riverside Theater and Turner Hall Ballroom; as well as special events at Cathedral Square Park, Discovery World, BMO Harris Pavilion and the Marcus Amphitheater. From Neil Young to Neil DeGrasse Tyson to Norah Jones, from Bob Dylan to Mumford & Sons, and Point Fish Fry & A Flick -- All year round, 365 days a year -- these events take place in iconic, creative places of public assembly that help to build community, loyalty and reinforce identity and heritage for our city.

What You Will Do:

- Assist with processing invoices on a weekly basis.
- Assist with the processing of accounts payable on a bi-weekly basis.
- Assist with preparation of cash receipts and assist with collections efforts.
- Assist with activation/deactivation of customer accounts.
- Perform other tasks and assist with various projects as needed.
- Perform certain administrative tasks as assigned, i.e. copying, filing, data entry, etc.

What You Should Have:

- Actively enrolled as an Accounting or Finance major; must have completed/be currently enrolled in Intermediate Accounting course
- Demonstrated analytical and problem solving ability
- High degree of self-motivation and proven ability to meet strict daily deadlines
- Proven ability to work with a high degree of accuracy
- Displays a professional attitude
- Ability to effectively prioritize work and resolve routine problems
- Basic Microsoft applications experience

The position will be required to work 10 to 15 hours per week. The hours are flexible. **Only candidates enrolled in a 4-year accounting or finance degree program with a GPA of at least 3.0 will be considered.**