



LEXARTS

161
North Mill Street

Lexington Kentucky
40507

859 255 2951 t
859 255 2787 f

www.lexarts.org

Accounting Internship Fall 2017

Mission Statement

LexArts promotes quality arts experiences for the benefit of people in Central Kentucky through funding, advocacy, technical assistance, communication and programming initiatives.

About LexArts

LexArts is a non-profit organization that works for the development of a strong and vibrant arts community as a means of enhancing the quality of life in Central Kentucky. Through its annual *Fund for the Arts*, LexArts has raised millions of dollars in support of local arts. In turn, LexArts underwrites the operating expenses for a variety of partner organizations, offers affordable exhibition and performance space for eligible organizations, as well as competitive grants for community outreach projects. In addition, LexArts provides a wide range of programs designed to integrate the arts into our daily lives including *Gallery Hop* and *Arts Showcase Weekend*.

Time Commitment

Candidates must commit to a minimum of 12-15 hours per week. Days/times are flexible and most often will fall within the hours of 9am and 5pm, Monday-Friday. Occasional nights and/or weekends may be required.

Overview

LexArts' Accounting Internship is open any undergraduate Accounting or Finance student. Attention to detail, good organizational skills and a desire to contribute to the community are all necessary attributes for this position. The intern is a LexArts employee who answers directly to LexArts' Operations Manager.

Responsibilities

- Accounts receivable, payable and bank statement reconciliation
- Balance sheet reconciliation
- Data entry
- Inventory tracking
- Assist with year-end reconciliation

Qualifications

- Proficiency with Microsoft Office Suite
- QuickBooks skills are a plus
- Excellent written and verbal communication skills
- Desire to develop and sharpen accounting and finance skills
- High attention to detail
- Ability to accomplish tasks with minimal supervision
- Self-starter with ability to problem solve creatively
- Ability to multi-task and focus amid possible distractions

\$500 stipend on successful completion of the internship

Please email letter of interest and resume to:

Red Medley, Finance and Operations Director | red@lexarts.org