



Lasting Internships for Tomorrow's Los Angeles
Transportation Foundation of Los Angeles
2615 Grand Avenue, Suite 100
Los Angeles, CA 90007
www.tfla.us

Accounting and Administrative Intern (boe)

Job Description:

This is an in-house Accounting and Administration position which will afford an inside view of the Administrative Services Division of a large, municipal public works bureau. Scope of work duties will include:

- Assisting management staff in preparing budget reports, grant and administrative reports;
- Assist in the creation and maintenance of various financial reports.
- Interfacing with middle and senior-level management personnel.

Qualifications:

Accounting and Business Administration students are especially encouraged to apply. Applicant must be currently enrolled as a full-time college junior (second semester), senior or graduate student. Good written and verbal communications skills, and familiarity with Microsoft Word and Excel is a plus. Must be able to work independently, or, as part of a team.

All intern candidates must be available immediately and willing to commit six months or more for a TFLA intern assignment. A minimum 3.0 grade point average is required. Students must provide a resume, an unofficial transcript (as proof of good academic standing), and a 500-word personal statement expressing internship expectations and career interests.

Pay:

\$10/HR (15- 30 hours per week) Monday- Friday only

To Apply:

Please e-mail resume, personal statement and unofficial transcript to:

Transportation Foundation of Los Angeles Attn: Human Resources Coordinator

Tel: 213-744-1030 Fax: 213-744-1033 Email: internships@tfla.us