



INDIANA STATE FAIR

Title: Accounting Office Intern

Internship Dates: May through August, start and finish dates are negotiable

Paid Internship

General Description: The position of Accounting Office Intern reports to the Accounting Manager. This position is responsible for providing assistance to the Accounting Department in completing daily tasks such as accounts payable, accounts receivable, cash handling, filing, data entry and creating reports for ISFC staff.

Responsibilities:

1. Inputting claim vouchers into the accounts payable system, documenting payments and mailing/distributing checks.
2. Assist with collections procedures for concessionaires during the Fair.
3. Assist with invoicing, entering receivables and creating deposits.
4. Assist with filing.
5. Assist with creating reports or presentations for various staff and Fair Board Directors.