



Cass Technical High School Internship Opportunity

Company: Olympia Entertainment

Start Date: June 25, 2018

Department: Accounting & Finance

End Date: August 24, 2018

Number of Positions: 1

Hours Required: 35-40/week; potential weekends

Location: Detroit, MI

Responsibilities include, but are not limited to the following:

- Enter Journal Entries – manually/uploaded
- Assist with accounts payable – matching and filing
- Assist with scanning documents into shared folders
- Update cash reports
- Observe inventories and help consolidate cost of sales documents
- Enter check numbers from the general ledger into electronic payment requests system
- Assist with organizing wire transfer documents
- Assist with fixed asset inventory at JLA and reconciliation to fixed asset register
- Shadow box office accounting
- Assist in cash count audits
- Shadow event accountants for settling events
- Work on other special accounting related projects as needed

Eligibility/Requirements:

- Enrolled full-time at Cass Technical High School
- Entering Junior or Senior Year
- Must be at least 16 years of age
- Earned a minimum cumulative grade point average (GPA) of 3.0
- Eligible to work in the United States
- Available to work a minimum of 20 hours; maximum of 40 hour within a work week
- Must be working toward a diploma in business
- Must be familiar with Microsoft Office suite (Word, Excel)
- Attention to detail

How to Apply:

All interested students will be required to submit an email to ctinternship@ilitchholdings.com with the following information attached:

- Completed Application
- Resume
- Essay (1,500 words or less) answering: What are your career interests or goals and how do you think the Ilitch Companies Internship Program fits into your future plans?
- You can apply for up to (3) positions
- Indicate priority/level of interest of each position applied
- Please only submit one email with all of the required information