

Los Angeles calling...

Internship

Finance & Accounting Intern



The Swedish-American Chamber of Commerce of Los Angeles (SACC-LA) is looking for a self-motivated and driven intern focused on **Accounting, Finance and Membership Management**. This is a 6-12 month internship beginning in February 2014.

SACC-LA is the #1 preferred network in Los Angeles, "The Entertainment Capital of the World," for people seeking Swedish-American co-operation within creative and innovative industries. For us it is equally important to build strong relations with our members as it is to actively search for new members that can expand and add value to our network. There will be plenty of events, both our own and external, that you will visit to connect with people of your and the Chamber's interest.

As a Finance & Accounting Intern at SACC-LA you will collaborate closely with the Board of Directors, who all are well-established within creative and innovative industries and know how to navigate in LA. This internship gives a unique opportunity to build a strong network at a high level, while learning how to step into a role with responsibilities combined with effective teamwork.

As an **Finance & Accounting Intern** your tasks include:

- **Accounting and Treasury:** Handle the accounting (using Quickbooks) for the Chamber including events, membership dues, etc. Please observe, this will all be done in English, following the US-based accounting system.
- **Invoicing:** Invoicing membership dues and following up on late payments.
- **Report:** Collaborate closely with the CFO to ensure a long-term financial strategy for the Chamber. Deliver reports of current balance and other finance related information to the CFO and to the board meetings.
- **Membership/ CRM:** Keep membership database constantly updated and manage CRM system. Membership recruitment and build membership relations.

- **Budget for events:** Create, together with event co-coordinator, budgets for events to ensure a good strategy for profitability.
- **Sponsorship:** Handle and build long-term sponsorship efforts with potential sponsors and negotiate sponsorship deals. Be responsible for monitoring and making sure sponsorship deals are followed through.

We are looking for a person who has excellent analytical skills, strong strategic thinking, is self-motivated and excellent at handling customer relations. You must be goal-oriented, independent, have the ability to take initiative and responsibility, and multitask different projects at once. Work experience and knowledge of working in accounting software is preferred but not required.

Requirements for this internship position:

- Excellent verbal and written skills in Swedish and English
- Accounting and finance experience
- Strong analytical skills
- Accounting and statistical software skills, e.g. Excel
- Leadership and team-working skills
- Degree in Business, Economics or equivalent
- You must be a Swedish citizen or permanent resident. SACC-USA will help out with the visa application.

This internship is unpaid.

For questions about this position, contact Paula Thelin at +1-323-309-5037 or info@sacc-la.org.



SACC-LA's Business Mixer at The London West Hollywood attracted more than 200 guests.



The Swedish Affär event gathered 800 professionals within film, games, fashion, advertising along Hollywood agents and publishers.

Please apply with your CV and Cover Letter at <http://sacc-usa.org/trainee/jobs/apply/11202/> as soon as possible, although no later than October 20th 2013. Applications are reviewed and accepted on a rolling basis.