



Downtown Brooklyn Partnership Accounting Intern

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Working together with the three business improvement districts (BID) that it manages – the MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID – the Partnership’s diverse activities include attracting new businesses and improving the environment for existing companies; facilitating the construction of public spaces and streetscapes that promote an active and cohesive community; supporting and promoting Downtown Brooklyn’s cultural assets; and encouraging a unified sense of place and an engaged civic community.

Intern Position Summary & Responsibilities

The Accounting Intern will be exposed to a full cycle of financial responsibilities, from simple tasks like recordkeeping to challenging budgeting and forecasting models. This position will report directly to the Controller. The primary responsibilities for the Intern include, but are not limited to, the following:

- Aid with monthly closings journal entries, including reconciliation of:
 - bank statements
 - accounts receivable and accounts payable sub-ledgers
 - prepaid expenses
 - deferred revenue
 - payroll expenses
 - fixed assets
 - accrued expenses
- Actual-to-budget variance analysis
- Preparation of profit & loss statements as per GAAP and Modified Cash accounting
- Preparation of balance sheet and cash flow statements
- Preparation of annual fiscal year budgets and cash forecasts
- Review of financial Policies & Procedures processes to maximize departmental efficiencies
- Assist the Controller with ad-hoc projects

Qualifications

Qualified candidates will have the following skills and qualifications:

- Pursuing a bachelor’s degree in accounting
- No experience required
- Proficiency in Microsoft Office including, Excel and Outlook
- Superior problem solving, decision making and project management skills
- Exceptional oral and written communications skills and meticulous attention to detail
- Ability to handle highly sensitive information and maintain strict confidentiality

Interested candidates should send a cover letter and resume to jobs@downtownbrooklyn.com with the subject line “Accounting Internship”.

Downtown Brooklyn Partnership is an Equal Opportunity Employer

We are dedicated to building a culturally diverse workplace representative of Brooklyn’s strengths and the people we serve. DBP strongly encourages applications from qualified minority and women candidates.