

Accounting Intern - Summer 2022

About Starlight:

Opened as a theatre in 1950 and a nonprofit organization in 1951, Starlight provides inspiring, one-of-a-kind experiences to its patrons with Broadway musicals, concerts, Indoors shows, and community engagement programming including classes, scholarships and Starlight's Blue Star Awards. Starlight also takes a holistic approach to embracing the importance of inclusion, diversity, equity and access, and values the uniqueness of our employees and community. Located on 16 acres in Swope Park, the historic, city-owned venue includes rehearsal halls, a museum, club area for dining, concessions, gardens, fountains and a 10-story, climate-controlled stage.

Position Description:

This internship will take place entirely in person at the Starlight Theatre campus. The Accounting Intern will assist in select accounting functions at Starlight working primarily in accounts payable, revenue, and concessions systems. Typical tasks include payables & deposit data entry, cash processing, reconciliations, preparation of schedules and charts, filing, document digitizing, and assisting with financial reporting.

Majors Desired:

Accounting

Required Computer Skills:

Windows, Excel, Word Processing

Desired Computer Skills:

Acumatica financial management software knowledge is a plus but not required.

Compensation:

\$12.50 per hour, plus overtime

Time Commitment:

Full-time position from mid-May to mid-August. Preferred start date is Monday, May 16. Potential to hold over on a part-time seasonal basis.

Application Method:

Apply online through this link:
[**2022 Bob Rohlf Internships Application**](#)

Application Deadline:

Tuesday, January 18, 2022 (Early application is preferred.)

Application Process:

- 1. Visit our website:** www.kcstarlight.com/internships
- 2. Submit your application, cover letter, resume, and any other supporting materials through our online portal.** A link to the online application can be found at www.kcstarlight.com/internships starting on October, 18, 2021.
- 3. Wait to be contacted.** The hiring party for the position will advise each candidate regarding receipt of materials as well as candidate status. We strive to complete the hiring process in as timely and efficient a manner as possible - shortly after the deadline date.
- 4. If you are selected for an interview, we may conduct it in person at the theatre, or via an online entity.**

For more information on this position:

Starlight Theatre Association of Kansas City
Attn: Mandi Wright, Vice President of Finance
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