

APHA Accounting Internship

The American Paint Horse Association (APHA), the world's second-largest equine breed association, is looking for interns to assist the association in a variety of aspects leading up to, during and following the APHA World Show held in Fort Worth, Texas. These internships provide a unique opportunity to work in the heart of Texas horse country with offices located in the Fort Worth Stockyards and events taking place at the historic Will Rogers Memorial Center. With multiple focus areas available, APHA internships are tailored to each intern's areas of interest and career goals as much as possible while providing the opportunity to gain hands-on experience in multiple sectors of a world-class equine association.

The accounting intern will work closely with the Accounting Department in financial matters related to the Association and management of the APHA World Show held at the Will Rogers Memorial Center in Fort Worth, Texas.

Duration: Summer Semester: June 1 start date (flexible)

Responsibilities:

Interns will have a focused department but will gain well-rounded experience in all parts of the association.

Accounting Focus:

- **Assist in Financial Data Entry:**
 - Input financial transactions into accounting software.
 - Verify accuracy of financial data and correct discrepancies.
- **Accounts Payable:**
 - Process vendor invoices and ensure timely payments.
 - Verify and reconcile vendor statements.
- **Accounts Receivable:**
 - Assist in generating customer invoices.
 - Follow-up on outstanding customer payments.
- **Financial Analysis:**
 - Help analyze financial statements and reports.
 - Summarize financial data for management review.
- **Tax Compliance:**
 - Assist in gathering information for tax filings.
 - Ensure compliance with tax regulations.
- **Financial Reporting:**
 - Contribute to the preparation of financial reports for internal and external stakeholders.
 - Assist in generating financial statements.
- **Data Analysis:**
 - Utilize spreadsheet software for data analysis and reporting.
 - Help identify trends and patterns in financial data.
- **Ad Hoc Projects:**
 - Participate in special projects as assigned by the accounting team.
 - Contribute to process improvement initiatives.
- **Research and Compliance:**
 - Stay informed about changes in accounting regulations.
 - Conduct research on accounting topics as needed.

Cross-Departmental Exposure:

Learning about and completing projects for various APHA departments such as MemberCare (customer service), PH Barn Door (retail store), mail center and more.

Requirements:

- College juniors, seniors or recent graduates majoring in agriculture, journalism, marketing, accounting or a related field preferred
- Proficient in Adobe Creative Suite, specifically Premier Pro, Lightroom and Photoshop
- Interest in the equine industry and eagerness to learn about breed associations; interest in Paint Horses is a plus
- Self-motivated, creative thinker with a sense of responsibility
- Ability to work under pressure, meet deadlines and contribute to a team environment

Salary:

- \$1,200 per month

Housing & Transportation:

- Interns are responsible for transportation, room and board. APHA can provide housing leads if needed.

To Apply:

- Complete the online application at [APHA Internship Application](#) by March 15
- Submit all required materials in PDF format

Required Materials:

- Resume
- Cover Letter
- Letters of Recommendation (optional, but encouraged)
- Portfolio (for marketing or editorial focus)
- Academic Transcript (unofficial is acceptable)

Questions? Contact Desiree Heath Mills at dmills@apha.com.