



# LAUSD

## UNIFIED

### **Accounting Internship Opportunity**

Rising senior (junior) and rising junior (sophomore) students are invited to apply for a unique and exciting opportunity to participate in an internship program in the Accounting and Disbursements Division at the Los Angeles Unified School District. Interns will be selected for one of several areas: financial reporting and analysis, interim projections, specially funded programs monitoring, or financial audit. This is a great opportunity to receive practical training and experience in the accounting field and explore rewarding career paths at the second largest school district in the nation that offers great benefits when permanently hired.

Key areas of responsibility for each area include the following:

- Assist in the review of purchase order and contract documentation for GASB 96 compliance.
- Assist in journal entry and disbursement payment voucher preparation.
- Assist with interim projections.
- Assist with the preparation of reconciliation of accounting and/or financial information.
- Assist in the coordination and collection of audit documentation.
- Assist in the analysis of the various budget to actual program monitoring.
- Assist in the preparation of presentation materials.
- Assist in research of regulations, procedures, and contract/purchase order or program statuses
- Collaborate with various teams within Accounting and Disbursements for data gathering and analysis.
- Work with spreadsheets, database functions, and reports generation.
- Collect, record, organize, and analyze data relative to budget analysis, system and procedure analysis, and related organizational studies in collaboration with accounting staff.
- Prepare audit worksheets, questionnaires, and reports of findings related to administrative practices.
- Learn SAP as the District's enterprise resource planning system, particularly how the District utilizes SAP for operations and financial reporting.
- Learn Excel, including formulas and keyboard shortcuts.

#### **Compensation**

\$26.19 per hour, with the opportunity to work up to 40 hours per week during summer break and part-time during the school year (maximum of 800 hours per year). Not a remote work opportunity.

#### **Required Qualifications**

Current enrollment of 12 semester units or equivalent quarter units at a recognized college or university, pursuing an accounting degree or equivalent with expected graduation date Spring 2026 or later.

#### **Application Process**

We will accept applications until all positions are filled. To apply, please email Emmaliza Baquir ([emmaliza.baquir@lausd.net](mailto:emmaliza.baquir@lausd.net)) and Gordon Truong ([gordon.truong@lausd.net](mailto:gordon.truong@lausd.net)) with your resume and transcript.