



Seasonal Accounting Internship (Spring 2027)

We are looking for a Seasonal **Accounting Intern** to assist the Controller with general accounts payable, Youth Auction deferred income, donor acknowledgements and provide leadership in the cash office during the BBQ and Rodeo events. This is an opportunity to take on the challenge of working in a fast-paced, customer-driven non-profit, in an environment that is exciting, motivating, challenging and fun!

This is a short-term, paid position for the Spring of 2027. The term is from January 25th through April 13th. The pay rate is \$10 per hour. The expected commitment will be 12-15 hours per week during regular business hours with occasional weekend hours during the 3 event weeks.

Who We Are:

Since 1938, Rodeo Austin has been a mission with a rodeo that has brought heritage and entertainment to our community. We are funded by a month-long real western experience held every March, where Rodeo-goers get to do things they can do nowhere else - including a ProRodeo, one-of-a-kind concerts, a carnival and a livestock show. We are Rodeo Austin, a not-for-profit that provides real experiences and gritty fun to raise millions for Texas kids.

What You'll Do:

- Record daily deposits received through various online platforms
- Make cash/check deposits
- Process payment request received from various departments
- Create customer/donor invoices
- Prepare journal entries
- Review A/R statements and follow up with customers on past due accounts
- Reconcile general ledger accounts
- Collect W-9 forms and assist with the preparation of 1099-MISC and 1099-NEC forms
- Have leadership role in the Show Bank during BBQ Austin and the Fair & Rodeo

What You'll Need:

- Currently enrolled in an undergraduate program or recently the recipient of a bachelor's degree in accounting, Finance or Business.
- Basic bookkeeping skills.
- A strong work ethic with a positive attitude
- Proficiency in a variety of industry business tools such as Microsoft Office programs and Adobe.
- Excellent written and verbal communication skills.
- High degree of personal accountability and initiative with ability to work both independently and in a team setting.
- Ability to remain poised and professional under pressure

Perks & Benefits:

- Hands on, real life experiences that help you hone your talents
- This is an hourly position and a paid internship. The pay rate is \$10 per hour
- The chance to be part of something bigger – a mission with a Rodeo raising millions for Texas kids

Not sure if you Qualify?

That's okay! if you're interested in the role and believe you could be a good fit, we encourage you to apply!

Rodeo Austin is an equal opportunity employer, and we value diversity. All aspects of employment will be based on merit, competence, performance, and business needs.

Please send cover letter, resume, and list of references to:

Janet Stelly, Controller
Rodeo Austin
9100 Decker Lake Rd
Austin, TX 78724
512-919-3000
Janet@RodeoAustin.com