



NASHVILLE DOWNTOWN PARTNERSHIP

TO MAKE DOWNTOWN NASHVILLE THE COMPELLING URBAN CENTER IN THE
SOUTHEAST IN WHICH TO LIVE, WORK, PLAY AND INVEST.

ORGANIZATION: The Nashville Downtown Partnership is a dynamic nonprofit 501(c)6 organization working with business and community leaders (from both private and public sectors), and property owners to provide energy, vision, and advocacy for downtown Nashville. The Partnership's core purpose is to make downtown Nashville the compelling urban center in the southeast in which to live, work, play and invest. Strategic initiatives include clean and safe services, advocacy, access and transportation, business, residential and retail development, and image and communications. Working collaboratively with its partners, the Partnership is a visible and innovative leader in Nashville's urban development. For more detailed information, please visit www.nashvilledowntown.com.

POSITION: Accounting Intern

REPORT: This position reports to the Controller.

JOB DESCRIPTION: This position supports the financial and administrative functions of the Nashville Downtown Partnership and works closely with the Controller. The Accounting Intern assists with day-to-day accounting operations, financial reporting, and administrative processes that support the organization's overall performance. The Accounting Intern also assists the Controller in maintaining the financial health of the organization and ensuring financial activities contribute to the vitality, sustainability, and positive activation of downtown Nashville.

Primary Tasks and Responsibilities include, but are not limited to:

- Assists with audit fieldwork for external financial audits.
- Assists with internal controls compliance within the organization.
- Assists with 990 checklists for external tax preparation.
- Support month-end and year-end close processes.
- Assists in preparing financial statements, journal entries and account reconciliations.
- Process accounts receivable billing and collections.
- Process accounts payable.
- Maintain the filing and organization of accounting records.
- Assists human resources and benefits administration.
- Assists in budgeting and forecasting.
- Assist with fixed asset accounting.
- Perform other duties as assigned.

**REQUIREMENTS & QUALIFICATIONS:**

- Pursuing a bachelor's degree in Accounting, Finance, Business, or a related field; relevant skills and experience may be considered in lieu of education, as appropriate.
- Basic understanding of generally accepted accounting principles (GAAP).
- Proficiency in Microsoft Excel; experience with QuickBooks Enterprise or similar accounting software is preferred.
- Strong analytical, organizational, and problem-solving skills.
- Excellent attention to detail and a high level of accuracy.
- Strong verbal and written communication skills.
- Ability to manage multiple tasks, prioritize responsibilities, and meet deadlines.
- Ability to work independently while also collaborating effectively as part of a team.
- Professional demeanor with the ability to communicate effectively with staff, vendors, board members, and community stakeholders.
- Self-motivated with a willingness to learn, take initiative, and contribute to the organization's financial and administrative functions.

PHYSICAL REQUIREMENTS: This position may require the ability to lift objects of at least 10 pounds in weight.

HOURS & LOCATION: This part-time position is expected to be performed during regular business hours (9:00 AM–5:00 PM) in the office, with occasional additional hours required for special events.

COMPENSATION: Hourly rate of \$18/hour with complimentary covered parking

The Nashville Downtown Partnership is an Equal Opportunity Employer.