

MIC'D UP FELLOWSHIP with PS Business Management:

PS Business Management is an accounting and business management firm specializing in the music and entertainment sector, located in New Orleans, LA.

We are seeking an accounting/business-minded fellow who would like to get real hands-on experience in the entertainment business management field.

Fellow will be given responsibilities significant to our operations as they work closely with associates and account managers and are often tasked with time-sensitive, client related assignments. In addition to meaningful workload, assignments are delegated with consideration to the fellow's interests and goals.

Candidate should have 2 years of business or accounting coursework and an interest in learning about the music industry.

Candidates should expect to do administrative work in addition to:

- Bookkeeping
- Bank reconciliations and journal entries
- Financial Statement analysis
- Analysis of potential tax issues
- Creating and working with various spreadsheets such as tour schedules, budgets and royalty statements
- Special projects as needed

Qualified applicants will:

- Have excellent attention to detail and follow-through with a variety of tasks
- Possess a basic understanding of accounting and bookkeeping
- Possess excellent time management skills & ability to meet deadlines
- Possess ability to interact professionally with team members and absolutely must use discretion around client affairs
- Have excellent verbal, organizational, and interpersonal skills
- Be a team player