



Finance & Accounting Intern

Job Description

SLFND is currently seeking an intern to help with the accounting and finance activities planned for 2020/2021. This is an excellent opportunity for an individual seeking to gain more experience in nonprofit finance, accounting, and planning activities for a small non-profit organization.

The intern will work in collaboration with SLFND's Executive Director, Treasurer, and Finance committee.

Under the supervision of the Executive Director, the intern will have the following responsibilities and tasks.

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents
- Working with bookkeeping software
- Handling sensitive or confidential information with honesty and integrity
- Taking on additional tasks or projects to learn more about accounting and office operations

Qualifications

- Must be a recent graduate or actively working towards a Bachelor's or Master's in Accounting
- Satisfactory completion of introductory accounting courses and a basic understanding of accounting and financial principles
- Aptitude for math, proficiency with computers
- Strong verbal and written communication skills
- High level of efficiency, accuracy, and responsibility
- Motivation and strong desire to take on new challenges and learn as much as possible.
- Flexible and self-motivated
- Detail oriented, with the ability to prioritize under deadlines
- Proficient in Microsoft Office products, specifically Word and Excel, as well as Internet search tools
- Understanding of or prior work/volunteer experience in non-profit organizations is preferred

Duration: flexible; 4 months, renewable, 10-20 hours per week

To Apply: Send cover letter and resume to internship@slfnd.org