



# ACCOUNTING INTERN

**POSITION:** Accounting Intern

**TIME COMMITMENT:** Minimum of 8 – 20 hours per week with scheduling flexibility. Virtual Assignment

**SALARY:** UNPAID – Work experience at an established non-profit organization.

## **JOB DESCRIPTION:**

Community Care Development Network seeks a motivated student to participate in the organization's day-to-day operations, which includes general office administration, data entry, database management, file support, accounting, project management, and marketing. This internship is a great opportunity to gain valuable experience, while making a difference in a nonprofit organization.

**Accounting Intern:** Accounting Intern with a basic understanding of GAAP and financial principles and terms who is ready for an immersive, real-world experience. Under the supervision of our staff, the Accounting Intern can expect to participate in the preparation of journal entries and financial reports, analyze actual financial data, learn more about bookkeeping software, and assist with other accounting activities. You should be a motivated team player who can maintain efficiency and accuracy when multitasking.

To be a strong candidate for an Accounting Internship, you should possess an understanding of accounting and financial principles and a positive attitude. You should be collaborative, trustworthy, receptive to feedback, and eager to learn.

## **ANTICIPATED DUTIES:**

1. Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
2. Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
3. Working with bookkeeping software.
4. Handling sensitive or confidential information with honesty and integrity.
5. Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
6. Taking on additional tasks or projects to learn more about accounting and office operations

## **DESIRED 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.
- Some companies may require a GPA of 3.0 or higher.
- 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.

*Note: Some duties are subject to change depending on organizational needs and workload.*