

Self-Help International Finance/Accounting Intern/Volunteer Job Description

Job Title: Finance/Accounting Intern/Volunteer

Salary Range: Unpaid, credit available as arranged

Department: Operations

Reports to: The intern reports directly to Operations head with occasional interaction with the Executive Director.

Position Summary: Duties may include but are not limited to assisting with month-end, quarterly and annual financial reports, posting journal entries, helping with accounts receivable, payable and bank statement reconciliation, assisting with expense account audits, balance sheet reconciliation, managing the monthly tracking of our physical inventory, supporting check-in/out and payment processing at events, data entry, and other duties in support of fundraising efforts, as assigned.

Minimum job requirements: Applicants should be Business, Finance, Economics or Accounting majors proficient in Microsoft Office applications with excellent spoken English skills. Experience with Microsoft Excel is preferred. Attention to detail, the ability to multi-task and excellent communication skills are all essential to this position.

Working Conditions: While the majority of the position duties will be completed in the office, some tasks and events may occur outside of the office. Minimal driving may be required to transport supplies to events or attend off-site meetings.

Availability:

- Office Hours, Monday-Friday, anytime between 8:30 a.m.-5 p.m., unless otherwise agreed in advance
- 10-15 hours per week, depending on schedule and credit requirements

Apply:

Please submit cover letter, résumé and unofficial transcript to Susan Cornforth, susan@selfhelpinternational.org