



## POSITION DESCRIPTION

Accounting Intern	
Department: Human Resources	Status: Unpaid
Reports to: Chief Financial Officer	Last Reviewed: April 2025
Titles reporting to this role: None	Next Review Date:

### Position Summary:

**Position Overview:** As a Nonprofit Accounting Intern, you will assist in supporting the accounting team's transition to a more efficient, paperless system and help digitize the department's financial operations. This internship will give you exposure to nonprofit accounting practices, with a particular focus on process improvement, technology implementation, and data management. You will have the opportunity to gain valuable hands-on experience while contributing to a key organizational initiative that will streamline and enhance financial workflows.

### Essential Duties and Responsibilities:

Include the following, other duties as assigned:

#### Support Paperless Transition

Assist in the digitization of financial records, including invoices, receipts, and other important accounting documents.

Help organize and categorize scanned documents in digital files and cloud-based systems.

Participate in implementing electronic document management systems (e.g., SharePoint or other similar software).

#### Data Entry & Verification

Assist in inputting financial data into accounting software, ensuring accuracy and compliance with nonprofit regulations.

Support in verifying financial information and identifying discrepancies.

Update and maintain digital files and archives in an organized manner for easy retrieval.

#### Software & Systems Implementation

Collaborate with accounting and IT teams to assess current software and tools and identify opportunities for optimization or transition to new paperless solutions.

Assist with testing new accounting software or tools related to the paperless transition.

Provide feedback on the user experience of new tools and systems.

#### Document Control and Workflow Improvement

Help create and maintain digital filing systems that streamline workflow and ensure easy access to critical financial data.

Assist in developing and implementing procedures for digitizing future documents and automating processes.

Support training materials or documentation related to new paperless accounting processes for team members.

#### General Accounting Support

Provide support in the preparation and maintenance of financial reports, budgets, and statements.

Assist with reconciliations, including bank, credit card, and other financial accounts. Help prepare financial records for audits and ensure that all required documentation is available in digital form.

### **Special Projects**

Support other accounting or finance-related projects as needed, especially those focused on process improvement or digital transformation.

Participate in regular meetings with the finance team to discuss progress on the paperless transition and offer suggestions for improvements.

### **General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

### **Education/Experience:**

Currently enrolled in an undergraduate or graduate program with a focus on Accounting, Finance, Business Administration, or a related field. Strong interest in nonprofit accounting and digital transformation. Basic understanding of accounting principles and nonprofit financial management is a plus.

### **Preferred Skills:**

Experience with document management systems or cloud-based storage solutions. Knowledge of nonprofit regulations and accounting standards (e.g., GAAP for Nonprofits). Strong communication skills and a collaborative work ethic. Self-starter with the ability to manage multiple tasks and prioritize effectively.

### **Language Skills:**

Bilingual Spanish preferred.

### **Computer Literacy & Knowledge Skills Abilities:**

Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) specifically in Excel is required. Strong attention to detail and organizational skills. Familiarity with accounting software is a plus. Ability to adapt to new technologies and willingness to learn new systems.

### **Mathematical Skills:**

Must have and understanding of math as used for adding, subtracting, percentages, ratios, etc.

### **Operating Environment and Working Relationships:**

Works collaboratively and routinely with management staff and Agency employees. Well-developed administrative skills. Ability to express oneself clearly and effectively. Superior interpersonal abilities. Ability to get along with diverse people and personalities. Must be tactful, mature, and flexible. Good reasoning abilities and sound judgments.

### **Decision Making Authority:**

Exercises discretion, independent judgment in executing tasks.

### **Learning Outcomes:**

Gain practical experience in nonprofit accounting, with a specific focus on the transition to a paperless environment. Develop a deeper understanding of how technology is integrated into

modern accounting practices. Build skills in process improvement, data management, and workflow automation. Contribute to meaningful changes in the organization's accounting operations.

**Duration:**

This internship is a part-time/full-time position for 3 months, with the possibility of extension depending on performance and organizational needs.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

**Employee Signature/ Firma de Empleado:** \_\_\_\_\_

**Date/ Fecha:** \_\_\_\_\_

