



Position Description

Accounting/Finance Intern

The Sharing Center is celebrating 35 years of preventing hunger and homeless in Seminole County and we are looking for an Accounting/Finance intern to develop key skills to pursue a career in a finance-related role.

The Sharing Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Internship Summary:

This is a learning opportunity for a college level student who is interested in pursuing a career in accounting, especially in the non-profit sector. This internship will give you hands on experience working with a local non-profit. Within this internship, you will gain a comprehensive experience of all aspects of accounting for a nonprofit, from inputting the daily/weekly/monthly transactions to doing month-end reconciliations and assisting with the creation of financial reports. The ideal candidate will have technical knowledge in bookkeeping and financial matters, as well as organizational skills, the ability to maintain confidentiality, and attention to detail.

Responsibilities include:

- Process accounts payable invoices and payments
- Prepare and process bank deposits and online donations
- Reconcile monthly bank and with financial accounting system
- Record journal entries through the financial accounting system
- Assist in the preparation of the monthly financial statements & other financial reports
- Assist in processing revenue pledges
- Other supportive tasks, as assigned by the Associate Director of Finance

By the end of this internship you will have gained these marketable skills:

- Ability to use and navigate Quickbooks Online, a widely used financial accounting software
- An all-encompassing experience of all organizational accounting procedures from transactions to financial reports
- An understanding of the ins and outs of a nonprofit finance department
- If applicable, based on timing, experience going through an audit or budget process

Qualifications

- Commitment to work with non-profits
- Candidates pursuing/ exploring careers in accounting or the non-profit sector will be given preference

- An understanding of accounting principles and US GAAP requirements
- Proficient in Microsoft Excel
- Experience with Quickbooks Online or similar accounting software a plus
- Exceptional inter-personal skills, self-motivation & time management abilities
- Strong written and oral communication skills

Time Requirements and Compensation:

- As a participant of The SHairng Center's internship program, the selected candidate will receive a \$500 stipend at the completion of the semester.
- The program requires 15 hours per week.

Email a cover letter and resume to Margaux Pagán at margaux.pagan@thesharingcenter.org by December 10, 2021.