



POSITION DESCRIPTION

Position Title: Internship Accounting Clerk

Department Name: Finance Department

Reports to: Director of Finance and Administration

Pay Range: Unpaid position

Position Summary: We are seeking a dedicated and organized intern to assist our finance team with various accounting tasks. This role is essential in maintaining the accuracy and integrity of our financial records.

Essential Duties and Responsibilities: To perform this position successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Verify and maintain accurate financial data and records of Accounts Payable.
- Enter and update financial data in our accounting system.
- Monitor financial transactions for accuracy and completeness.
- Assist with account reconciliations and identify discrepancies.
- Report on the status of accounts and any irregularities.
- Set up vendors in the accounting system and maintain supporting documentation.
- Record donations in both our CRM and QuickBooks.
- Ensure the accuracy and balance of accounts.

Competencies: To perform the this position successfully, an individual should demonstrate the following.

- Preferred: being a student pursuing a degree in Business or Accounting.
- Knowledge of basic bookkeeping principles and financial transactions.
- Familiarity with Generally Accepted Accounting Principles (GAAP).
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Ability to multitask and meet deadlines.
- Proficiency in Microsoft Word, Excel, and Outlook.
- Language Ability: preferred bilingual Spanish/English
- Mathematical Ability: Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Compute rate, ratio and percent, and draw and interpret bar graphs.

Physical Requirements/Work Environment:

Working Conditions: Typical office environment.

Equipment & Software Used: Basic computer equipment, keyboard, mouse, telephone, copier, calculator, Excel, Microsoft Office 365, QuickBooks, Donor Management CRM and other program software.

Essential Physical Tasks: Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 25 lbs.

Additional Information:

The company conducts background checks in compliance with applicable federal and state laws, including the Fair Credit Reporting Act, the California Investigative Consumer Reporting Agencies Act and the California Consumer Credit Reporting Agencies Act.

Commitment

This position requires a commitment of 10 to 16 hours per week.

Benefits

While this is an unpaid position, you will gain valuable accounting experience, contribute to a meaningful cause, and make a positive impact on the community.

If you are interested in this internship opportunity, please submit your resume to Juliana Silva at jsilva@ccoc.org. We look forward to hearing from you!