



ACCOUNTING INTERNSHIP

Please note that our office is currently closed due to the Covid-19 pandemic but we continue to provide our services remotely. *For all 2021 internships, we will be working remotely until further notice.*

The Rian Immigrant Center offers an internship through its Finance Department to students. The Accounting Intern's primary responsibility is to provide administrative support to the Finance Manager. Interns will gain experience in accounts payable, accounts receivable, cash receipts, budgeting, month-end closing and auditing.

TIME COMMITMENT 14+ hours per week, Monday through Friday, 9am- 5pm, but willing to work with class schedules (hours negotiable).

DATES:

- Spring Term: Jan 4 - May 31
- Summer Term: June 1 - Aug 31
- Fall Term: Sept 1 - December 31

Internship details: This is an unpaid internship, but it may qualify as an eligible internship for course credit. Please check with your internship coordinator **BEFORE** accepting to determine if you might be able to do this internship for credit.

RESPONSIBILITIES

- Enter invoices into QuickBooks by class and process payments on a weekly basis
- Enter payment receipts via checks, credit card and PayPal into QuickBooks
- Accounts Receivable reconciliation
- Work with the Finance Manager to close out the month by providing updates to prepaid schedules, monthly payments to vendors, accruals, restricted/unrestricted funds etc.
- Audit schedules and preparation as needed
- Internal control including planning, executing, and completing
- Determine accuracy of information and data
- Administrative duties as needed, filing, mailing etc.
- Other duties as necessary

QUALIFICATIONS

- Pursuing a degree in accounting/accounting concentration
- Must have good research, analytical skills and be creative



- Organization, attention to detail and time management skills
- Advanced knowledge and proficiency in Excel.
- Ability to work in a flexible, dynamic environment
- Ability to work respectfully in a multicultural environment

REPORTS TO: Director of Finance

The Rian Immigrant Center is an Equal Opportunity Employer and strongly encourages candidates of diverse backgrounds and languages to apply.