

**Accounting Internship
Job Overview**

Learning Objectives

- Understand the processes and procedures of general accounting functions
- Acquire the skills necessary to perform and oversee general accounting functions including accounts payable, accounts receivable, journal entries, etc.
- Understand the documentation and approval process for grant reporting
- Obtain experience with professional correspondence office etiquette
- Learn how to navigate and utilize QuickBooks, donor database software, and other electronic data capture systems
- Enhance the understanding of Microsoft programs including Excel, Word, Outlook, and Teams in a business setting
- Acquire the skills necessary to perform research of accounting issues, specifically non-profit and single audit related accounting issues

Overview of Responsibilities & Expectation

- Enter transactions in QuickBooks (bills, invoices, receipts, deposits, journal entries, etc.)
- Reconcile bills to appropriate supporting documentation including approvals, invoices, receipts, and/or research patient visit records, as applicable
- Organize and maintain paper and electronic files of invoices, checks, bank statements, etc.
- Assist with preparation of Organization reporting and filing requirements including monthly, quarterly, and annual reports for grants, internal reports, etc. (as applicable during internship period)
- Review expense reimbursements and other purchases for accuracy and compliance with policies & procedures
- Follow up on past due receivables
- Reconcile or assist in reconciling bank statements, credit card statements, and subsidiary ledgers (including prepaid expenses, deferred revenue, fixed assets, depreciation schedules, accrued expenses, notes payable, etc.)
- Assist with preparation of and entering of overhead allocation adjustments
- Prepare and analyze budget to actual reports
- Prepare documentation for grant reporting requirements
- Document processes and controls
- Identify weaknesses and recommendations to improve processes and controls

Time Commitment (Days/Hours)

- Flexible, minimum of 12 hours per week; recommended two days in office (6-7 hours per day).