



Family Promise of Spokane

# Accounting Internship

Last Updated: 2/13/2023

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**OVERVIEW:** Family Promise of Spokane is seeking an Accounting Intern. A qualified candidate will be motivated by an interest in non-profit accounting, and a desire to support the mission of Family Promise of Spokane. This internship is customizable and can be modified to meet educational requirements or personal interests.

## JOB ACTIVITIES

- Prepare daily deposits for submission to bookkeeper
- Assist with preparation of documentation to support submission of grantee billing requests
- Reconcile source documents to credit card transactions and identify coding for entry into the general ledger
- Analyze general ledger accounts as assigned
- Perform reconciliation activities with respect to gift card purchases, petty cash, and other balance sheet accounts
- Assist in preparation of various financial statements and ad hoc financial analyses

## SKILLS

- Previous experience in an Accounting or Finance career setting OR pursuing an education/degree in Accounting or Finance.
- Competent using Google Suite (Google Docs, Google Sheets, Gmail)
- Excellent written and verbal communication skills
- Experience in QuickBooks Online Preferred

## QUALIFICATIONS - A qualified candidate will:

- Have an inquisitive nature
- Have a meticulous attention to detail
- Be efficient at managing their own time
- Be looking for a meaningful way to contribute to the betterment of their community

**STRUCTURE:** An Accounting Intern works directly with the Finance Manager. Family Promise is seeking an intern to spend 10 hours per week, Monday - Friday, in the main office performing accounting tasks. An Accounting Intern will be expected to meet weekly with their supervisor.