



Family Promise of Spokane

Accounting Internship

Last Updated: 1/10/2020

OVERVIEW: Family Promise of Spokane is seeking an Accounting Intern. A formidable candidate will be motivated by an interest in non-profit accounting, and a passion to use their talents to effectively serve homeless families. This internship is customizable and can be modified to meet educational requirements or personal interests.

POSITION DUTIES

- Recording all deposits and donations into QuickBooks Online
- Recording all bills into QuickBooks Online
- Recording all credit cards and receipts into QuickBooks Online
- Scanning and attaching supporting documents into QuickBooks Online
- Assist with organizing the Accounting Departments Online & Paper Records
- Tax Research Project and Other Duties as assigned by Bookkeeper

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 formidable candidate will be:

- Independent, Self-Directed
- Efficient in time-management
- Detail-Oriented
- Looking for a meaningful way to give back to their community

STRUCTURE: An Accounting Intern works directly with the Bookkeeper and Administrative Coordinator. Family Promise is seeking an intern to spend 10 hours per week, Monday - Wednesday, in the main office performing accounting tasks. An Accounting Intern will be expected to meet weekly with the Bookkeeper.