



Position Title: Accounting Intern
Department: Administration
Reports To: VP Finance & Administration
Revised: April 19, 2010
Compensation: This is an unpaid internship position.

WHO WE ARE

Mi Casa Resource Center is a leader in Colorado's nonprofit arena with a 34-year history of helping Latino families advance in their economic success. We achieve our mission through career, business and youth development strategies as well as educational and support services that increase opportunities for success.

POSITION SUMMARY

The Accounting Intern will provide accounting support to the Mi Casa staff and the administrative staff. The position will be involved in many aspects of accounting in a non profit organization including accounts payable, journal entries, allocations, payroll, grants and financial/grant review meetings.

The extent of the responsibilities assigned is dependent on the time the intern can commit to Mi Casa and their knowledge, skills and experience.

SPECIFIC RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

Operations Contribution

- Assist with vendor invoice coding and input
- Assist with monthly journal entries, corrections
- Assist with allocation codes
- Assist with timesheets, payroll verification, payroll
- Learn accounting process, policies, procedures, grants
- Participate in quality control review meetings, financial/grant review meetings

Other

- Completes additional duties assigned

Required Qualifications

- EDUCATION:** Pursuing a Bachelor, Associate or Graduate degree in accounting or management with a focus in accounting.
- EXPERIENCE:** Must have experience working in a time crucial environment, meeting deadlines, communicating individual progress to team. Must have knowledge of personnel/labor regulations and laws. Must be able to work independently.
- SKILLS:** Proficiency using word processing, database, and spreadsheet software. Excellent communication, customer service oriented, team building skills, solid writing skills, bilingual preferred (English/Spanish). Solid computer skills.

Interested candidates should send a cover letter and resume to jobs@MiCasaResourceCenter.org. Submit applications as early as possible, positions will be open until filled. No calls, please.