

Accounting Internship (Unpaid)

Fall 2020

About

Our mission is dedicated to building decent, affordable housing with families that live in substandard and unaffordable housing and to make decent shelter a matter of conscience and action. Our vision is seeing that all residents of the greater Providence area live in decent, affordable homes.

Under the leadership of the Board of Directors and its new Executive Director, the Greater Providence affiliate has developed an ambitious but viable strategic plan to structure, streamline, and scale up its program services.

The Fall 2020 internship cohort offers individuals an opportunity to work independently and as part of a team to make an immediate and direct positive impact, build new professional relationships, and develop valuable professional skills.

Internship Description

The Accounting internship team will work directly with the Executive Director and our Accounting/Finance advisory committee to develop and implement an organization-wide accounting process improvement plan. Key elements of the Accounting internship may include:

- Defining a mission and vision for the organization's accounting practices
- Research and implement internal board of director accounting control best practices
- Transitioning the organization from the desktop version of (Quickbooks[®]) to Quickbooks Online[®]
- Update filing system for collecting and organizing source documents
- Assist with 990 preparation
- Assist with preparing board-level financial reports
- Deliver accounting presentations to the board of directors.

Responsibilities

- Perform accounting best practices research
- Provide coordination support to the Accounting/Finance Committee
- Assistance with daily accounting-related tasks and activities
- Prepare accounting-related materials and presentations
- Create and maintain accounting reports
- Assist in the creation of an organization accounting handbook

Requirements

- A minimum weekly commitment of 8 hours
- Able to work remotely and participate in video conferencing



We build **strength, stability, self-reliance** and **shelter**

- Must be actively enrolled in an undergraduate program at an accredited University, with a major in Accounting, Finance, or Business Administration. Junior or Senior-level, with a current GPA of 3.0 or above.
- Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment
- High level of integrity, accuracy, dependability, enthusiasm, and confidentiality.
- Commitment to the mission and goals of Habitat for Humanity
- Strong desire to learn along with professional drive
- Excellent knowledge of Microsoft® Office
- Familiarity with Quickbooks® accounting software and online applications a plus!

Benefits

- Practical experience with hands-on accounting and best practices
- Engagement opportunities with successful accounting/finance professionals
- Opportunity to participate in organization meetings
- Make new friends
- Flexible schedule

Apply

Send your resume or LinkedIn URL and the contact information of three professional references (e.g., professor, former employer, etc.) to Mark Kravatz, Executive Director (kravatz@habitatpvd.org)

Habitat for Humanity of Greater Providence does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.