



## Speak For Those Who Cannot Programs, Inc.



### **SPEAK Volunteer Bookkeeping/Accounting Internship:**

The ideal Intern will be organized focused and detail oriented. The Intern must demonstrate knowledge of methods and practices of accounting/financial record keeping and an ability to conduct moderate accounting functions. Position is ideal for student seeking hands-on working experience in the accounting discipline.

### **Essential Job Functions:**

- Prepare bank reconciliation.
- Prepare related monthly journal entries.
- Accounts receivable and payable
- General Ledger Accounting
- Analyze Balance Sheet and Income Statement accounts while preparing related schedules.
- Research at least 3 accounting software for nonprofits and make recommendations to Supervisor
- Performs special projects and duties as assigned.

### **Behaviors and Skills needed to successfully perform this position are:**

- **Demonstrate Good Character** – Models Christian character in regards to work and interaction with others. Respectful to supervisors and co-workers.
- **Work Independently** – Intern will be responsible for most of the projects with minimal supervision.
- **Good communicator and professional behavior** - Communicates clearly and directly, approachable, relates well to others, engages people and helps them understand change, provides and seeks feedback, articulates clearly, actively listens, able to interact with staff and video participants
- **Achieves results through teamwork** – works inclusively and collaboratively, holds self and others accountable, involves others to accomplish individual and team goals.
- **Leads through positive influence** – Demonstrates strong character; builds partnerships; takes personal responsibility for own development; role models leadership qualities such as motivation, inspiration, passion and trust.
- **Organized and Timely** - Plans and organizes well, sets a clear and simple course of action, stays focused on the most important priorities, has the ability to visualize and plan out what steps will be needed to complete each video project.

### **Position Minimum Requirements**

- 6 to 8 Week commitment (with 10 hours per week) – Start date between April 15<sup>th</sup> & May 1<sup>st</sup> and end no earlier than June 15<sup>th</sup>.
- Able to work in Delaware half-time (Other times, Intern may work from home)
- Must have access to a computer with software Excel
- To be considered for the internship, intern must commit to at least 6 weeks.
- Intern is required to supply 2 References: 1 Character Reference and 1 supporting the interns ability to complete assignment