

# FINANCE/ACCOUNTING INTERNSHIP

**Title:** Finance Intern

**Reports To:** Operations Manager/Bookkeeper

**Location:** Seattle, WA

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## About Global Visionaries

Global Visionaries (GV) is a 501c(3) nonprofit legal institute located in Beacon Hill, Seattle. GV empowers young people to become global leaders in creating a just and sustainable future. The year-long Leadership Program provides youth a global perspective empowering them to understand the intrinsic relationships between local and international social and environmental justice issues and volunteer work. [www.global-visionaries.org](http://www.global-visionaries.org)

## Position Summary

The Finance/Accounting Internship is designed for individuals who wish to gain hands-on experience with nonprofit's financial structure and accounting cycle. The Intern will work directly with the Operations Manager to assist with generating monthly reports and fulfill other department initiatives.

Specific duties include, but are not limited to

- Generating invoices using QuickBooks
- Assisting with updating and maintaining GV's customer and vendor database
- Assisting the Operations Manager with generating monthly reports
- Conducting research regarding accounting and financial decisions, as needed

## Qualifications

- Possess an interest in a nonprofit career
- Unimpeachable ethical standards and personal integrity
- Strong interpersonal skills and attention to detail
- Demonstrate a basic understanding of accounting principles
- Knowledge of Microsoft Office applications
- Knowledge of QuickBooks or similar accounting software is desirable
- Ability to manage multiple tasks and work effectively in a team environment
- Demonstrated desire to learn

## Hours, Start Date and Duration

Flexible within business hours (9:00 am- 6:00 pm). A firm commitment of 10-20 hours per week is required. Minimum 3-month commitment, with a 6-month commitment desirable. May include some evenings and weekends.

The internship will start at a mutually agreed upon date and may continue throughout the year depending on mutual interest and satisfactory performance.

This is an unpaid internship. However, there is an allowance for school credit (CPT/OPT eligible) if permitted by the college/university of the applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

## How to Apply

Email cover letter, resume, and the supplemental questionnaire to [officemanager@global-visionaries.org](mailto:officemanager@global-visionaries.org) with a subject line of "Application for Finance/Accounting Intern".