

Job Description – Accounting Internship

THE OPPORTUNITY

We are looking for an Accounting Intern to get involved with many different aspects of a small 501(c)(3) non-profit. This will include recording financial transactions into QuickBooks online, managing data entry of donations into Salesforce, and use of Microsoft office with a heavy emphasis on Excel. This position will also include a small amount of help with events and fundraisers

THE ORGANIZATION

Chromosome 18 Registry & Research Society is a lay advocacy organization composed primarily of the parents of individuals with a chromosome 18 abnormality. Our Mission is to help people with chromosome 18 abnormalities overcome the obstacles they face so they may lead happy, healthy, and productive lives. We are proud to count among our members those who are affected by a chromosome 18 abnormality, extended family members, and professionals. We are a 501(c)(3) non-profit, tax-exempt public charity.

KEY RESPONSIBILITIES

Some of the main position duties are listed below. Other duties may be assigned as necessary.

- Develop a strong working knowledge of QuickBooks Online, Salesforce & Microsoft Office.
- Record day to day financial transactions and complete the posting process.
- Verify that transactions are recorded in the correctly in a variety of programs and databases.
- Data management into Salesforce and excel and creation of reports on a regular basis.
- Customer service including answering the phone and following up with members as required.
- Assistance with other projects, as requested.

KNOWLEDGE AND SKILLS:

- Strong written and verbal communication skills.
- Attention to detail and ability to meet deadlines.
- Working knowledge of QuickBooks Online and Microsoft Office preferred, but not required.
- Willingness to learn new programs and acquire new skills.
- Strong contributor in team environments.

QUALIFICATIONS:

- General knowledge of major programs listed above preferred, but not required.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.

Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity or expression, pregnancy, protected veteran status or other status protected by law.