



Organization: Fellowship Square

Position Title: Intern, Accounting

Status: Part-Time

Hours Details: Flexible Hours, minimum 15 hours a week

Pay Details: Unpaid position; college credit and limited stipend may be available

Location: Reston, VA

Supervisor: Director of Finance

Fellowship Square (FS) is a 501(c)3 nonprofit organization whose mission is to improve the lives of older adults who struggle to make ends meet by providing them with affordable housing and supportive services. FS is seeking a self-motivated individual to support our accounting team. FS is a fast-paced, mission driven organization with an exciting internship opportunity for someone looking to gain accounting experience in the nonprofit sector. The intern will attend off-site events and meetings and activities at each of our properties and will work with teams on various projects. This is a great internship opportunity to meet people and learn more about senior housing besides gaining hands on experience in nonprofit accounting.

Responsibilities:

- Assist in accounting data analysis for monitoring and improving business performance, cash flow management, and identifying and managing risks.
- Assist in preparation of financial reports like Budget variance analysis report.
- Research accounting standards and update accounting guidelines for best practices and due diligence.
- Assist in preparing and updating procedures manual so that all procedures documents are up to date for staff use and auditor's review during annual audit.
- Organize and file various accounting documents.
- Perform additional responsibilities as assigned by the Director of Finance.

Qualifications:

- Currently enrolled in an Associate's or a Bachelor's degree program in Accounting, Finance, or a related field
- Experience using Microsoft Excel, Word, and PowerPoint
- Self-driven and analytical
- Ability to thrive in a fast-paced environment
- Communicate clearly and effectively through writing and speaking
- Able to lift file storage boxes

Expectations:

The intern will be expected to keep a consistent, though flexible work schedule. Must have reliable transportation. The intern should be able to successfully communicate with people from various backgrounds and cultures.

To Apply:

Send cover letter and resume to info@fellowshipsquare.org.