

INTERNSHIP TITLE: Accounting Internship

POSITION TYPE: Academic Year/Summer, Part time 10-20 hours/ wk

LOCATION: Buena Park, California

PAY: Unpaid

The Accounting Intern will work with the accounting and bookkeeping departments in learning practical on the job training of accounting systems as well as work to assist in streamlining the financial systems. The ideal candidates will possess superb attention to detail. This person will assist in analyzing the cost of programs and includes the gathering of cost of data and creation of cost worksheets and reports on Excel and Word. This is a great opportunity for an individual interested in gaining valuable practical experience that can be applied to either the public or private sector.

SUPERVISION:

Works under the general supervision of the Director of Finance

SKILLS:

Strong Excel skills and working knowledge of accounting

Ability to analyze financial data and perform moderately complex statistical and cost functions

Good inter-personal skills

Quick Books experience is a plus, but not a necessity

Someone willing to work as a team

EDUCATION:

Junior/ Senior in College OR Recent College Graduate

Giving Children Hope is a faith-based nonprofit organization dedicated to alleviating poverty (domestically and abroad) through disaster relief, health and community development, vocational training and advocacy.

If you are interested in applying for this internship, please email a cover letter detailing the name of the position you are applying for, where you found the posting, and how this would benefit your future career as well as a current resume to volunteer@gchope.org. We are happy to work with your college or university if you are interested in receiving credit. As every university has different requirements we ask that you inquire with your school as to the requirements and restrictions.