Job Description: Accounting Intern

The Accounting Intern will directly assist the Finance Team with a wide range of projects related to expense report auditing, account reconciliation, revenue processing, and grant accounting.

This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills she or he may have acquired in school related to his or her particular areas of interest, and apply them in a professional setting. He or she will gain a better understanding of the role that Finance can play in a non-profit setting, and be better prepared to work in the arena of accounting. The candidate will also have opportunities to network with the US Programs, International Programs, Human Resources, and Development staff.

Who We Are:
buildOn is breaking the cycle of poverty, illiteracy and low expectations through service and education. For the past two decades buildOn has mobilized urban youth to lift up their communities and change the world through volunteer service.

In buildOn's afterschool programs across the U.S., urban youth contribute intensive community service tutoring children, feeding the homeless and volunteering at senior citizen homes. buildOn takes these same students, many of whom have rarely traveled outside their own neighborhoods, to some of the poorest countries on the planet to build schools.
buildOn is now running after-school programs in 100 urban high schools across the U.S. where students have contributed nearly 1 million hours of service in their cities. We have also built 466 schools in some of the economically poorest countries on the planet. There are more than 73,000 children, parents and grand-parents attending buildOn schools every day. To learn more about buildOn visit www.buildOn.org.

Reports to: CFO
Location: Stamford, CT

The Accounting Intern will learn the practical application of:

- Learning reimbursement systems and assisting with revenue processing
- Assisting Accountants with financial analysis of actual projected expenses
- Assisting with account payables and receivables
- Assisting with audit preparation
- Completing miscellaneous, special projects of the Finance department as needed

Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in Accounting, or non-profit management/administrative fields
- Ability to prioritize tasks and handle numerous assignments simultaneously;
- Proficient in Microsoft Office and internet applications;

To Apply: Submit resume to internships@buildon.org