

Accounting and Operations Internship

Full or Part time; unpaid

Purpose

The American Red Cross Southwestern Pennsylvania Chapter seeks a motivated, detail-oriented individual looking to utilize his/her business professional skills to further advance the outreach efforts of the organization. This is a great opportunity for a current college student to apply classroom concepts to everyday practical accounting situations while providing support services for a variety of the Red Cross' disaster relief service lines.

About the American Red Cross

The American Red Cross is a nonprofit organization that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. The Red Cross provides relief to the victims, helps families by facilitating emergency messages between our deployed men and women in uniform and their loved ones here at home, and trains individuals in lifesaving skills.

Development Opportunities

The Red Cross Internship Program provides students with the opportunity to gain hands-on leadership experience while getting to know the community and giving back to others. Through training, mentorship, and routine interactions, interns learn new skills, expand their networks, and achieve personal and professional growth. After the successful completion of the internship, students can expect to receive a letter of recommendation from their immediate supervisor.

Key Responsibilities

Provide assistance with and support of the following:

- Provides support for finance staff, inputting invoices, creating detailed spreadsheets
- Assist with invoice file preparation, payment, and validation
- Update and maintain vendor records
- Perform daily support functions and clerical duties, including making copies, sending faxes, etc.

Relationships

Reports to the Operations Specialist

Qualifications & Requirements

- Pursuing a bachelor's degree in Business, specifically in accounting or finance
- Excellent written and verbal communication skills
- Successfully completed background check
- Competence in Microsoft Word, Excel, & Power Point with strong Excel skills preferred

Training

- Orientation to the American Red Cross
- On the job training, with supervisor, over Red Cross financial processes

Length of Appointment

Semester

Time Commitment

Flexible - at least 10 hours per week during business hours (9-5)