THE POST-LANDFILL ACTION NETWORK

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Internship: Nonprofit Accounting and Tax Liability

About PLAN: The Post-Landfill Action Network

PLAN is a nonprofit cooperative helps students reduce waste in their campus communities while elevating discussion around the waste crisis.

PLAN helps students establish self-sustaining and revenue-generating programs that reduce the amount of post-consumer waste sent to landfills and incinerators. PLAN's approach to campus waste begins by tackling move-out waste based on a program piloted at the University of New Hampshire. There, students collect useable materials discarded during move-out at the end of an academic year, store them over the summer, and hold a tag sale during move-in weekend. This program reduces significant amounts of waste and generates revenue that can be used to support future waste-reduction efforts on campus.

Eligibility

Eligible applicants include undergraduate students with a strong interest in sustainability, politics, public health, waste reduction, recycling, resource economics, community engagement, grassroots organizing, entrepreneurship, or triple bottom line business; or those who would like to learn more about and contribute to these topics.

Goal

The Nonprofit Accounting Internship provides an opportunity for students to research and understand the structure and tax system for nonprofits while allowing the researcher to develop academic and professional skills.

Role and Responsibilities

- The student will be expected to learn about the business model and real-world applications of the Post-Landfill Action Network. It is important for the student to understand the various revenue streams and expenses of the organization. Revenue includes earned income like membership fees and partnership rebates as well as funding from outside entities like grants, foundations, and corporate partners. Expenses include operating expenses, salaries, administrative fees, marketing, taxes and more.
- The student will be expected to design and implement an accounting structure for the organization to allow the organization to keep track of and manage income and expenses. This will likely be in Quickbooks.
- The student will be expected to learn and understand tax accounting for nonprofits and help the organization with foundational aspects of the organization like filing 990 reports with the IRS and with-holding state, federal, and payroll taxes.

Deliverables

- The student will work with PLAN to produce a Quickbooks accounting system and a plan for tax accounting.

Preferred Skills and Professional Interests

- Interest in sustainability, environmental justice, recycling and social business with a special focus in accounting and management.
- Strong math skills and ability to understand cash flow spreadsheets, accounting structures, and tax law.
- Able to conduct online research and possible offline consulting with professionals in the field to determine proper course of action.

Academic Credit

PLAN will work with all applicants to meet the necessary requirements for academic credit at their institution. An on-campus faculty advisor must be willing to support the candidate's research. PLAN will work with the student and that advisor at the start of the internship to design a syllabus and list of requirements. PLAN will continue to work with the student over the course of the internship to provide guidance, advising, and assistance.

To Apply:

To apply for the Grant Research and Application internship, please send an email with the subject line "Internship – Accounting" including a resume and cover letter to alex@postlandfill.org.

Contact

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