

Accounting Intern

About Us:

At ConqHer, Inc., our mission is to embrace, empower, and equip under-resourced Black and Brown Gen-Z girls and Millennial women to thrive through holistic growth, resilience, and success.

Role Overview:

Are you a numbers enthusiast with a passion for making a difference? Do you want to gain real-world experience in nonprofit accounting while contributing to a mission that matters? If so, the **Accounting Intern** role at [Your Organization Name] is perfect for you!

As our Accounting Intern, you'll dive into the financial operations that keep our nonprofit thriving. You'll work closely with our Director to ensure our financial processes run smoothly, from tracking donations and grants to managing budgets and expenses. This internship offers a unique opportunity to apply your accounting knowledge in a meaningful way, while gaining the experience you need to succeed in your future career.

What You'll Do:

- **Support Financial Operations:** Assist with day-to-day financial tasks, including processing invoices, tracking expenses, and managing budgets.
- **Work in QuickBooks:** Categorize transactions, track expenses, and maintain accurate financial records using QuickBooks.
- **Help with Donations and Grants:** Monitor and record donations, ensuring accuracy and transparency in our financial records.
- **Budgeting and Reporting:** Aid in preparing financial reports and budgets, helping us stay on track to meet our financial goals.
- **Maintain Financial Records:** Ensure our accounting records are up-to-date, accurate, and organized.
- **Assist with Audits:** Help prepare for financial audits by organizing documents and supporting the audit process.
- **Learn and Grow:** Take advantage of learning opportunities to expand your knowledge of nonprofit accounting and financial management.

Who You Are:

- **Detail-Oriented:** You have a keen eye for accuracy and love working with numbers.
- **Organized:** You can manage multiple tasks and keep everything running smoothly.
- **Eager to Learn:** You're excited to dive into the world of nonprofit accounting and expand your skills.

- **Passionate:** You care about making a difference and want to be part of a mission-driven organization.
- **Team Player:** You enjoy collaborating with others to achieve common goals.

Qualifications:

- Currently enrolled in or recently graduated from a college or university program in accounting, finance, business, or a related field.
- Basic understanding of accounting principles and financial practices.
- Proficiency in QuickBooks, Microsoft Excel, or Google Sheets is a plus, but not required.
- Strong analytical and problem-solving skills.
- Ability to commit to 2-4 hours per week for the duration of the internship.

How to Apply:

If you're ready to gain valuable accounting experience while contributing to a mission that empowers and uplifts, we'd love to hear from you! Please submit your resume and explain your interest in the role and how you align with our mission.