

Organization: Duluth Area Family YMCA

Internship: **Non-Profit Accounting**

Reports To: CFO

Hours Required: Flexible



The Y: We're for youth development, healthy living and social responsibility.

Position Summary:

This internship is intended to give a student a practical, hands-on experience in the area of accounting. The intern will assist Finance personnel with financial matters, investments and information systems. They will also have the opportunity to see and learn the business realities of administration and management in a non-profit organization.

Essential Functions:

1. Supports the Central Services department in reviewing, updating, and/or developing internal control systems for the Y.
2. Helps with the annual audit (during the winter/spring term only).
3. Assists in the preparation of reports to the United Way, YMCA of the USA and other agencies.
4. Assists in accounting functions including cash receipts, payroll and accounts payable.

Required Qualifications:

1. Pursuing or already received an Associate's or Bachelor's degree in related field or equivalent combination of education and experience.
2. Students must be in their second year of an accounting program at minimum.
3. Knowledge and understanding of general business matters required including budget development, financial reporting, cash management, business taxes, banking and debt financing instruments.
4. Ability to develop and use spreadsheets and standard business software systems.
5. Knowledge of computerized accounting systems.
6. Able to work both on own initiative and as part of a team.
7. Strong investigative/organizational skills are essential.

Compensation:

This is a paid internship and interns do receive a YMCA membership during their internship. They also will receive a great experience working in the non-profit sector with one of the largest non-profit organizations in the nation.

We will also work with you and your school to assist you in receiving college credit. It is the responsibility of the student to determine if academic credit is available through their degree program.

Application Process:

- ☐ YMCA Internship Application (found at www.duluthymca.org)
- ☐ Cover Letter
- ☐ Resume
- ☐ Two letters of recommendation

Contact Information:

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