



Nonprofit Accounting Intern

Position Overview:

The Accounting Intern will provide project-based and administrative support to Leadership Rhode Island (LRI)'s Finance Department. The Finance Department supports LRI through financial planning, budgeting, reporting, audit preparation, and accounting. Reporting to our Chief Financial Officer (CFO), the internship is an excellent opportunity for an accounting student to gain hands-on experience in financial management at a small nonprofit.

Position Objectives & Responsibilities:

The intern will apply their accounting knowledge and skills in a professional setting by supporting the department with administrative tasks and projects. Key responsibilities might include:

- Financial administration, such as invoice creation
- Audit preparation support, including document verification
- Financial data entry, management, and organization in Quickbooks, Salesforce, and Google Workspace
- Special projects and initiatives as assigned

Learning Objectives:

- Integrative learning: the student will have opportunities to apply skills and knowledge that they have learned in the classroom in a real-world work environment.
- Strengths-based development: LRI is a strengths-based organization – we leverage the talents of our team to encourage collaboration and problem-solving. As part of this experience, the intern will take the CliftonStrengths assessment to develop increased self-awareness of their unique talents and practice leveraging these talents in the workplace.
- Industry/Department Knowledge-building: The intern will learn about nonprofit workplaces broadly and will gain insights into the functions and related processes of nonprofit accounting.
- Technical Skills: the intern will gain hands-on experience using Salesforce, one of the leading CRMs used by over 150,000 workplaces across all sectors and industries, as well as the Quickbooks accounting software.

Hours, Compensation, & Supervision: The internship will last a maximum of 15 weeks over the course of the spring semester (February - May). The intern is expected to work 8 - 10 hours/week and will be compensated at a rate of \$16/hour. The intern will receive supervision, support, and coaching from the CFO.

Qualifications

- Currently pursuing a degree in Accounting, Finance, or a related field
- Basic understanding of accounting principles and financial reporting

The internship could be a good fit for you if:

- You are technologically savvy – you easily learn new systems and have an eye for process improvement.
- You are organized – you set priorities, manage your time to meet deadlines and monitor progress to make sure nothing falls through the cracks on your watch
- You are a learner – you are interested in gaining hands-on experience in data management and program delivery

To apply, email office@leadershipri.org with the subject Nonprofit Accounting Intern and attach a cover letter and resume