

Accounting Intern

Reports to: Pamela Barrett, Director of Operations
Position Status: Internship (unpaid)
Time Commitment: 15-20 hours per week, August – December 2018

About Susan G. Komen®

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982 that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Komen is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. The Chicagoland Affiliate, established in 1997, is one of more than 80 Affiliates in the U.S. Since 1997, Komen Chicago has invested over \$17.7M in local programs, funding potentially lifesaving services for underserved and uninsured men and women.

Position Overview & Basic Function:

The Accounting Intern will assist the Director of Operations with various bookkeeping areas particularly in the area of assisting in tracking, depositing and acknowledging all account receivables. There will also be opportunities to assist with accounts payable, invoicing, financial reporting and analysis, dashboards, updating donor database records, mail merges, mailings as well as some donor stewardship components.

Primary Responsibilities:

Assist Director of Operations with:

- Tracking all account receivables in our donor databases (Salesforce & Convio)
- Ensuring all donors receive proper acknowledgement letters
- Organizing and maintaining the matching gifts program
- Preparing donations (cash & checks) to be deposited to bank
- Maintaining policy and procedure manual for the finance department
- Compiling backup documentation for AP transactions (credit card expense tracking)
- Submitting Invoices for payment via Rapid Invoice Entry, a function of PeopleSoft software
- Preparing detailed reports depicting trends in Revenue / Expenses

Required Skills & Education:

- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university. Accounting, finance or related field preferred.
- Bookkeeping experience a plus
- Experience and skilled with Microsoft Office products (Word, Excel, PowerPoint)
- PeopleSoft, Salesforce or Convio software experience a plus (but not required)
- Strong organizational skills with thoroughness, timeliness and attention to detail
- Excellent communication, customer service and interpersonal skills
- Quick learner with the ability to self-motivate

Other:

- Ability to lift / carry 15 pounds; capable of standing for one hour or more.
- Candidate may be subject to a criminal background check.

Benefits:

- Opportunity to gain insight into the not-for-profit sector, and non-profit accounting systems.
- "Hands-on" environment with individuals who respond to critical community issues.
- Develop above-entry-level skills.

To Apply:

Please submit a cover letter and resume to Pamela Barrett, Director of Operations at pbarrett@komenchicago.org. Please put the intern job title and your first and last name in the subject of the email.