



Title:	Accounting & Bookkeeping Intern
Reports To:	Love Out Loud Bookkeeper
Hours:	10-15 hours per week for 8 weeks
Compensation:	\$750-\$1,000
To Apply:	Apply at www.loveoutloudws.com/apply

Summary of Position

Works closely with the Love Out Loud leadership team on CONNECTING with their wide network of faith and community leaders and MOBILIZING the vast human potential of church and community members in their areas of passion, skills, and interests. Leverage the Love Out Loud infrastructure to mobilize and support 25 community-led initiatives and program leaders.

Key Responsibilities

- Assist with accounting duties such as accounts receivable and payable, invoice processing, data tracking
- Assist in the collection, scanning, and recording of receipts and calculation of program payments for all credit card expenditures
- Assist in preparing monthly journal entries including intercompany transfers to help ensure a timely and accurate monthly close process
- Assist in the preparation of balance sheets, profit and loss statements, and other financial reports
- Attend staff meetings on Mondays 1:30 pm - 3:00 pm and other community meetings as schedule allows

Skills/Qualifications

- Access to computer and internet
- Proficiency in computer software (Microsoft Word and Excel)
- Proficiency not required for Quickbooks, but you will gain experience with this accounting software
- Demonstrated interest in nonprofits, accounting, and/or finance
- Strong time management, admin, and organizational skills
- Ability to manage multiple tasks with both excellence and flexibility
- Ability and commitment to maintain confidentiality of all individual and organizational financial information
- Strong interpersonal and communications skills including verbal and written