



“**Wishes & More**® enhances the life of a child fighting a terminal or life-threatening condition by providing extraordinary experiences... and more”

## ACCOUNTING INTERN

**Wishes & More**® is a Minnesota-based 501(c)(3) children’s charity. We serve children of Minnesota or who are currently being treated in Minnesota. We “fill the gap” for the children and families who may be outside of larger, national organizations. We are made up of seasoned wish granting experts who want to provide a wonderful wish experience to qualified children and their families.

As the Accounting Intern, you will play an important role for the organization by providing support to the Finance & Operations Manager. This internship is designed to give you real world accounting experience and exposure to a fast-paced nonprofit organization.

This is an unpaid position. This position will work 5-10 hours per week. Hours and schedule are flexible.

### Responsibilities:

- Support billing, accounts receivable and accounts payable process
- Perform account reconciliations
- Assist in the preparation of accurate and timely monthly financial reports for the Finance Committee and Board of Directors
- Track and enter in-kind and cash donations
- Assist in annual audit preparation
- Compose and send donor acknowledgements
- Assist with ad-hoc projects as assigned

### Requirements:

- Pursuing a degree in accounting, finance or business administration/management preferred but not required
- Ability to work part-time during active semester
- Knowledge of Office 365 and Microsoft Office
- Strong attention to detail
- Ability to work independently and maintain confidentiality
- Willingness to accept a variety of tasks

If interested, please send cover letter and resume to Chris Johnson at [chrisj@wishesandmore.org](mailto:chrisj@wishesandmore.org)