



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

Intern Position Description

Job Title: Intern – Event Accounting

Job Description: Gain work experience by supporting the accounting functions of a nonprofit organization.
This position is unpaid.

Time Commitment: Weekly commitment – 5-10 hours per week
Flexible: Year-Round

Responsibilities:

- Support billing, accounts receivable, and accounts payable processes
- 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
- Assist with ad-hoc projects as assigned

Qualifications:

- Pursuing a degree in accounting or finance preferred but not required
- Knowledge of Office 365
- Strong attention to detail
- Ability to work independently and maintain confidentiality
- Willingness to accept a variety of tasks

Skills Learned:

- Day-to-day, general accounting
- Direct experience in QuickBooks

If interested, please send resume and cover letter to: Volunteer@wishesandmore.org