



Accounting Intern

Division: General Operations
Position Title: Accounting Intern

Reports to: Janice Brown, CEO & Education Director
Type of Position: Unpaid, Part-time

On the Grow Needs

We are looking for a driven Accounting Intern with a basic understanding of financial principles and terms who is ready for an immersive, real-world experience. Under the supervision of our staff, the Accounting Intern can expect to participate in the preparation of journal entries and financial reports, analyze actual financial data, learn more about bookkeeping software, and assist with other accounting activities. You should be a motivated team player who can maintain efficiency and accuracy when multitasking.

To be a strong candidate you should be collaborative, trustworthy, receptive to feedback, and eager to learn.

Responsibilities and specific duties:

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Working with bookkeeping software.
- Handling sensitive or confidential information with honesty and integrity.
- Taking on additional tasks or projects to learn more about accounting and office operations.

Qualifications & Skills

- Must be a graduate or actively working towards a Bachelor's or Master's in Accounting.
- Satisfactory completion of introductory accounting courses and a basic understanding of accounting and financial principles.
- Aptitude for math, proficiency with computers.
- Strong verbal and written communication skills.
- High level of efficiency, accuracy, and responsibility.
- Motivation and strong desire to take on new challenges and learn as much as possible.

Benefits

- Opportunity for experience!
- Opportunity for a recommendation
- Mentoring from a business owner and Master Gardener/Master Naturalist
- Work in a fun, energetic environment
- Potential to transition into a paid position
- Flexible hours
- Want to start your own garden? In kind services are no problem!
- Opportunity to help a start-up company grow from the ground, up