



Internship Program – Open Position: Accounting Department

The Child and Family Resource Council is a nonprofit organization located downtown Grand Rapids, Michigan in the Riverview Center. For more than twenty-five years, the Council has worked to support families and *to shape a community that protects children from child abuse and neglect.*

Internship Opportunity

The Council is fortunate to have dedicated interns and volunteers who donate their skills and time. An unpaid internship opportunity currently exists for a student wishing to gain practical experience in the area of not-for-profit **Accounting**. This internship provides experience in accounts payable, bookkeeping, computer skills, and may include program specific budgeting and preparation for various reports.

Learning Objectives

- Entering and filing of Accounts Payable
- Reconciling bank sheets
- Reconciling General Ledger accounts
- Entering payroll journal entries
- Contract management
- Grant file management
- General administrative and clerical support

Requirements

- Current student in relevant field of study or with an interest in the accounting/financial field
- Strong Excel skills
- Strong written/verbal communication skills
- Independent worker with the ability to take direction and work well with others
- Strong attention to detail

Please submit a cover letter, resume and three references in one of the following ways:

Mail to:

Accounting Internship Position
Child and Family Resource Council
678 Front Avenue NW, Suite 210
Grand Rapids, MI 49504

Email to:

Internship@childresource.cc

Fax to:

616-454-2059

RE: Accounting Internship Position

If you have any questions, please contact Leslie Austin at 616-855-5452.