Accountant Internship

Agency Contact: Joy Heldebrandt  
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Agency Mission:  
Habitat for Humanity believes that every man, woman and child should have a decent, safe and affordable place to live. We build and repair houses all over the world using volunteer labor and donations. Our partner families purchase these houses through no-profit, no-interest mortgage loans or innovative financing methods.

General Purpose  
Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.

Main Job Task and Responsibilities
- Review and verify invoices and check request
- Sort, code and match invoices
- Set invoices up for payment
- Enter and upload invoices into accounting software
- Track expenses and process expense reports
- Prepare and perform check runs
- Reconcile accounts payable transactions
- Research and resolve invoice discrepancies and issues
- Maintain vendor files
- Assist with month end closing
- Bank reconciliations
- Financial statement preparation
- Financial analysis

Education and Experience
- Knowledge of accounts payable
- Knowledge of general accounting procedures
- Knowledge of relevant accounting software
- Proficient in data entry

Key Competencies
- Organizing and prioritizing
- Attention to detail and accuracy
- Confidentiality
- Judgment
- Communication skills
- Information management skills
- Problem-solving skills
- Team work
- Ability to meet deadlines

**Time requested:** Flexible

**Available Spring/Summer/Fall**

**Hours per week:** Flexible to student needs

**Unpaid**