

Accounting Intern Description

Dreams for Schools (DFS) was founded in 2013, with the vision to make science, technology, engineering, and math (STEAM) education approachable and accessible for all. We provide after-school enrichment classes to local schools and organizations that serve K-12 students.

The Dreams for Schools Accounting Intern position with Dreams for Schools is a Part-Time position where you will help with administrative tasks involving the organization's finances. Experience will be gained in the area of non-profit finances which includes developing and implementing financial management policies, assisting with forecasting budgets, and executing basic non-profit accounting practices. This position offers an excellent opportunity to apply academic knowledge in a professional setting, develop practical skills in the field of accounting, and achieve specific learning objectives.

Learning Objectives

Over the course of the internship, students will learn how to:

- Gain valuable hands-on experience in accounting and finance.
- Opportunity to work with industry professionals and learn from their expertise.
- Exposure to real-world accounting practices and processes.
- Develop and enhance skills in financial analysis, reporting, and data management.

Primary Duties & Responsibilities

- Help maintain accurate and up-to-date financial records in accordance with established procedures and guidelines.
- Assist in recording receipts and maintaining accurate records of financial transactions.
- Assist with accounts payable and receivable processes, including invoice processing and vendor management.
- Support the month-end closing process by preparing journal entries and reconciling accounts.
- Assist in preparing financial statements, reports, and reconciliations.
- Assist in analyzing financial data to identify trends, variances, and discrepancies.
- Conduct research and gather relevant information to support accounting projects and initiatives.
- Assist in the preparation of audit documentation and liaise with auditors as needed.
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- Provide general administrative support to the accounting department, including filing, data entry, and document management.
- Learn and apply accounting principles, practices, and standards to daily tasks.
- Gain proficiency in using accounting software and tools for financial record-keeping and analysis.

Desired Qualifications, Experiences, and Skills

- Currently pursuing a degree in Accounting, Finance, or a related field.
- Knowledge of basic accounting principles and practices.
- Strong analytical and problem-solving skills with attention to detail.
- Ethical and reliable with a high level of confidentiality.
- Excellent interpersonal and communication skills
- Self-motivated with a proactive attitude and the ability to work independently as well as collaboratively within a team.
- Access to a working laptop.
- Ability to work in the office with a combination of hybrid hours weekly.

How to Apply:

- Email hr@dreamsforschools.org with your name, position of interest, resume, and cover letter (optional) and our team will get back to you with next steps. This is a student fieldwork placement position and does not have pay.