



Accounts Payable Intern

Start Date & Wage:

Part Time Position (8-10 hours a week)

Dates: April 29 - Aug 16, 2024

Pay: \$14/hour

Why this position matters:

The primary responsibilities of the Accounts Payable Intern are to ensure accurate and timely distribution of grants, manage vendor payments, and provide clear and concise communication and reporting. Timely and accurate disbursement of funds ensures orphaned and vulnerable children and their caregivers across the globe receive necessary funds to elevate the standard of care. This position is essential for maintaining our reputation as reliable stewards of finances which allows us to function as a non-profit organization for years to come.

What this role is all about:

The Accounts Payable Intern plays a key role in supporting both regional and global initiatives. This involves understanding complex financial relationships, following processes, and communicating effectively with various teams. This position includes distributing grants, managing vendor payments and providing clear reporting and documentation for these payments. The Accounts Payable Intern will also take on various finance roles including bookkeeping roles for donations as well as reconciliations across various platforms.

RESPONSIBILITIES

Accounts Payable

- Vendor Management
- Grant and Invoice Distribution
- Reporting & Documentation

Bookkeeping

- Data Entry
- Enter invoices for customer accounts
- Enter all deposits



Additional Assignments

- Multi-platform Reconciliations (Salesforce, Quickbooks)
- Projects Assistance as needed

REQUIREMENTS

- Exceptional attention to detail - triple checks everything!
- Strong interpersonal skills with the ability to establish rapport swiftly
- Outstanding relationship building and management abilities
- Proficient written and verbal communication skills in English; familiarity with Spanish could also be useful
- Competence in computer operations, including Google Drive and Microsoft Excel
- Effective organizational skills
- Proficiency in time management and prioritization
- Motivated to tackle additional projects and resolve issues
- Comfortable managing multiple tasks and projects concurrently
- Self-directed and capable of working autonomously
- Skilled in clerical duties, maintaining confidentiality, and organizing documents

Why you should apply:

As an Accounts Payable intern, you will gain valuable insight into the dynamic realm of corporate finance, with a focus on the nonprofit sector. This internship offers a unique opportunity to enhance your fundamental financial understanding as you become familiar with financial processes, including invoice processing, vendor management, and expense reporting. You will learn about regulatory requirements related to financial transactions and have exposure to common financial tools and software used in the industry. During the internship you will also have the opportunity to develop your communication and collaboration skills as you will interact daily with different department members. Additionally, because we are a smaller company environment, interns may have the opportunity to be more intimately involved in day-to-day operations and strategic initiatives. As an Accounts Payable intern you will not only have the opportunity to learn the intricacies of financial processes but also the opportunity to actively participate in decision-making processes and problem-solving tasks. This level of involvement allows interns to make a tangible difference in the company's operations and outcomes, fostering a sense of ownership and accomplishment. In essence, this internship offers a multifaceted learning experience, equipping you with the skills and knowledge necessary to navigate the complexities of corporate finance while making a meaningful impact in the non-profit sector.



A note from the Executive Director:

If you want to apply for this position, the following should be true of you:

- You need to take initiative and be willing to make mistakes. We've failed lots in the past and try to make new mistakes every day because we believe that is how you learn the quickest. You need to trust us to be cool and you need to be vulnerable.
- You aren't assumptive, you look for clarity and don't mind looking ignorant because you care more about being valuable than looking smart. You will understand why you are doing what is asked of you because you know we expect you to use your brain and make judgment calls regularly.
- You are crazy-organized and productive. Maybe you've read Getting Things Done by David Allen and you've made it your own (that would probably make you a shoe-in candidate).
- You should know yourself pretty well - knowing your strengths and weaknesses (bonus points if you include your top 5 strengths from Gallup's Strengthsfinder assessment in your cover letter).
- You should be confident and friendly, not intimidated by others. You should be direct and to the point and not worry about hurting our feelings (but don't be mean).
- You need to be task oriented and love knocking things off your checklist. This is a big one.
- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us explaining why you would likely be a great fit (even though you may be missing one of the attributes we are looking for). You would be able to know what would count as evidence that you are smart and capable enough to roll with us. If you just send a resume and not a cover letter you won't hear back from us because you aren't a careful enough reader to get the job (though you read this far, so you obviously will include it).

About Us:

A Child's Hope Foundation is a 501(c)3 public charity whose mission is "Lifting Orphans from Surviving to Thriving." Because no child should be abandoned to raise themselves, A Child's Hope Foundation exists to equip orphaned and vulnerable children with skills, resources, and community so they can improve the trajectory of their lives. Please visit our website (www.achf.org) to learn more about our mission.

To apply, email your cover letter and resume to info@achf.org.