



POSITION: Finance Intern

REPORTS TO: Senior Manager of Finance

TYPE: Part-Time (flexible hours within 9:00am – 5:30pm office hours, 8-10 hours / week for 10 weeks) for current or recent undergraduate/graduate student

COMPENSATION: Unpaid, Course credit possible. Membership in the Council upon completion.

Organization

The World Affairs Council of Greater Houston is a private, nonpartisan, nonprofit organization. The mission of the Council is to promote better understanding of the world - the people, politics, economies and cultures - enabling our citizenry to participate more effectively in the global community.

Internship Program

An Internship at the World Affairs Council of Greater Houston involves a commitment of 8-20 hours a week. This program will expose the intern to the dynamic office setting of an educational nonprofit focused on international issues. The intern will have the opportunity to contribute to the mission of the Council while learning and developing skills specific to their interests and area of study.

Responsibilities

The World Affairs Council of Greater Houston is looking for a finance intern for the upcoming semester. We are looking for someone who is interested in current affairs and would be interested in nonprofit accounting. The following are important attributes that the Finance Manager will be looking for.

Qualifications

The Finance Intern will be comfortable in a fast-paced office environment, must possess the drive to learn and see tasks through independently but ask for assistance when needed.

- Ability to understand P&L and Balance Sheet
- Basic Knowledge of accounting procedures and basic finance principles
- Attention to detail
- Must be able to read chart of accounts
- Understanding of coding and sorting through transactions
- Bank Reconciliations
- Must be comfortable with excel
- Must have professional demeanor at all times
- Must be organized and timely
- Knowledge of quicks is preferred but not mandatory

To Apply

Please send an email to jobs@wachouston.org with the subject [Internship]. Include a resume, cover letter, and 1-2 page writing sample. In the cover letter, please specify for which Internship you are applying and your availability during the specified term (when you would be able to start and what days/hours you would be able to work).