

POSITION: Accounting Intern
LOCATION: New York, NY
START DATE: OCTOBER 29ST 2018
APPLICATION DEADLINE: OCTOBER 15ST 2018

About WFM-IGP

WFM-IGP works to advance the global promise of peace and is committed to building a safer and more just world. The organization includes a comprehensive set of programs that work to protect civilians from the threat of genocide, war crimes and crimes against humanity; facilitate transparency in governance; increase access to justice; and promote the application of the rule of law. WFM-IGP works in partnership with the United Nations and often serves as a hub of information and collective action on UN-related issues. In addition, we work with governments, and other international and regional institutions around the globe – as well as with thousands of committed individuals and world leaders – to advance a mission of peace, prosperity, and security for all.

THE INTERNSHIP

The Finance and Human Resources team is looking for an intern to assist with a range of duties and projects. The internship can be full-time or part-time (2-3 days per week) and would ideally be available for a period of 6 months. Please note that this internship is unpaid.

Responsibilities

Please note that this internship is primarily administrative however, supervisors will make a concerted effort to see that there is a balance of grant and budget work.

- Prepare postage, petty cash, payroll allocations, and other monthly journal entries.
- Perform Accounts Payable processing (checks/wires) and Accounts Receivable preparations (using Blackbaud)
- Assist with financial reports, grant reports, and other internal and external reports and bank reconciliations
- Assist with 1099s
- Assist with monthly payroll
- Assist with annual internal audit preparation
- Assist with filing, typing, organizing
- Maintain Accounting Database
- Other related duties and possible responsibilities in other departments as needed (example: development)

Qualifications

- Advanced undergraduate or graduate working towards a degree in Accounting, Finance or related field
- Excellent written and oral communication, research, organization and writing skills
- Interest in WFM-IGP's missions
- Knowledge of or previous experience in non-profits preferred
- Proficiency using Microsoft Office software preferred
- Ability to work independently and within the constraints of tight deadlines
- Proficiency in English, additional language proficiencies are a plus

Remuneration

Unfortunately, internships at WFM-IGP are unpaid. We recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants and personal resources. WFM-IGP cannot sponsor individuals applying for internships to help them obtain visas.

Application Procedure

Interested applicants should apply before the **OCTOBER 15ST** by submitting a cover letter and resume via email to keya@wfm-igp.org with the subject header, “[First and last name] - Accounting Intern”.

Be sure to indicate your approximate start date.

Applications will be reviewed on a rolling basis; therefore it is advised to send in applications early. Short-listed candidates will be invited for a telephone/Skype interview. Due to the great number of applications, only short-listed candidates will be contacted.

For further information about WFM-IGP and our internships, please visit www.wfm-igp.org.

No phone inquiries please