



Internship Placement

ORGANIZATION: DOORWAYS
LOCATION: St. Louis, MO
TITLE: Accounting Intern
Status: Part-Time Paid
Time Period: May-October (Negotiable)

DOORWAYS, an interfaith non-profit organization, provides housing and related supportive services to improve the quality of life and health outcomes for people affected by HIV/AIDS. DOORWAYS currently employs nearly 95 employees and has an annual operating budget of approximately \$15 million.

We are looking for a paid summer Accounting Intern who is an upper-level (junior or senior) major in accounting or in a MBA program. The position will work an average of 20 hours a week and be supervised by our Senior Accountant. The position will also have significant interface with our Chief Financial Officer, a licensed CPA, who has been instrumental in developing our new \$40M campus, and previously was a Big Four audit Manager, among other roles. The Intern will receive considerable experience with not-for-profit accounting and grant funding. Intern must be able to work between the office hours of 8:30am-5pm Monday-Friday and pass a background check.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Assist the Finance Department in closing the year-end financial records of our five 811 properties in preparation for our annual audits.
- Assist Finance Department in preparing client prepared supporting work papers to be provided to independent audit firm.
- Update depreciation schedules.
- Organize all files from prior years' audits and tax returns including creating process for cataloguing and maintaining documents.
- Work with Grants Administrator to improve organization's understanding of grant-related charges.
- Other Finance Department related special projects may be assigned, depending on Intern's skills and experience.

EDUCATION AND EXPERIENCE:

- Only undergraduate students that have completed their second year or more in an accounting/business program will be considered. MBA or accounting graduate students are also highly encouraged to apply.
- Program of study should be in an applicable field: accounting, business or a similar major.
- Experience with previous internships in the field of accounting preferred.



KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent writing and communication skills; may be requested to present to committees or other small groups.
- Ability to interact with diverse groups of people and be comfortable in the process.
- Must possess the ability to make independent decisions, follow instructions and accept constructive criticism.
- Possess great attention to detail and maintain confidentiality with agency information.

This internship description is illustrative only and is not meant to encompass all possible duties the Accounting Intern may be called upon to perform or all the conditions that an intern may encounter during his/her time with DOORWAYS.

To apply, please send a cover letter and resume to kpeebles@doorwayshousing.org and place “Accounting Intern” in the subject line.