



## Internship Placement

**ORGANIZATION:** DOORWAYS  
**LOCATION:** St. Louis, MO  
**TITLE:** Accounting Intern  
**Status:** Part-Time Paid  
**Time Period:** March-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 100 employees and has an annual operating budget of approximately \$16.5 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 Controller, who is a licensed CPA. The position will also have significant interface with our Chief Financial Officer, also 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 cataloging and maintaining documents.
- Work with Government Grants team on invoicing.
- Other Finance Department related special projects may be assigned.

### **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
- 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](mailto:kpeebles@doorwayshousing.org) and place “Accounting Intern” in the subject line.**

***ACKNOWLEDGMENT***

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of Finance Internship and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee’s employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

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Date

Signature

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.