Internship Job Description

**TITLE:** Intern, Staff Accountant

**DEPARTMENT:** Finance

**LOCATION:** Remote

**REPORTS TO:** CFO

**ASSIGNMENT TYPE:** 2022 Summer Internship Program
Monday through Friday 9:00 a.m. – 5:00 p.m.
**Start:** June 6, 2022
**Pay:** $1500 every two weeks/8 weeks

**ABOUT FOREFRONT**
Forefront is Illinois’ statewide association representing both grant makers and nonprofits, as well as their advisors and allies. Our mission is to build a vibrant social impact sector for the people of Illinois. We provide education, advocacy, thought leadership, and facilitate collective action around issues that are important to our members and to the sector.

Currently, Forefront has over 1,100 members. Our nonprofit members work in over 26 different issue areas across the state. Our grant maker members include private foundations (such as family and independent foundations), public charities, corporations, donor-advised funds, charitable trusts, and individual philanthropists. We actively engage social entrepreneurs, impact investors, and B-Corps to spur innovation in the sector.

**DEPARTMENT AND POSITION SUMMARY:**
The Forefront Accounting Department is responsible for the organization’s financial reporting, budgeting, compliance, treasury, and analysis. The Accounting Department supports senior management and other departments by providing reports to evaluate the organization’s results.

The internship is designed to be both educational and practical. In this position, the intern will take skills acquired in school related to his or her areas of interest and apply them in a professional setting. He or she will gain a better understanding of the role that finance can play in a nonprofit setting and be better prepared to work in accounting.

Under the supervision of our staff, the Accounting Intern can expect to participate in the preparation of journal entries and financial reports, analyze actual financial data, learn more about bookkeeping software, and assist with other accounting activities. You should be a motivated team player who can maintain efficiency and accuracy when multitasking.

This Accounting Internship is an excellent way to gain practical experience in the world of accounting and auditing. It offers a way with which you can determine your future specialization. Our internship is designed to allow the intern to develop their understanding of basic accounting principles by working closely with experienced associates. The intern will have the opportunity
to gain hands on experience by extracting financial data from the accounting software, preparing financial reports, and playing an integral part of the month-end close processes.

To be a strong candidate for the Accounting Internship, you should possess an understanding of accounting and financial principles and a positive attitude. You should be collaborative, trustworthy, receptive to feedback, and eager to learn.

Knowledge, Skills, & Abilities

Required

- Current undergraduate student, pursuing a Bachelor’s in Accounting
- Strong Excel skills
- Problem-solving and analytical skills
- Aptitude for math, proficiency with computers
- Strong verbal and written communication skills
- High level of efficiency, accuracy, and responsibility
- Motivated and a strong desire to take on new challenges to learn as much as possible

Preferred

- Team player
- Basic understanding of accounting and financial principles (satisfactory completion of introductory accounting courses)

Responsibilities & Duties

- Shadowing members of the Accounting team as they perform their duties
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records
- Preparing financial reports such as balance sheets, income statements, invoices, and other documents
- Working with bookkeeping software
- Handling sensitive or confidential information with honesty and integrity
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients
- Manage multiple projects simultaneously
- Supporting the schedules of the Year-End Audit
- Review financial statements to gain an understanding of the accounting policies to map, model, and tag customer statements

Equal Employment Opportunity and Affirmative Action at Forefront

Forefront is an Equal Employment Opportunity (EEO) and Affirmative Action Employer encouraging diversity in the workplace. All qualified applicants receive consideration for employment without regard to their age, gender, gender identity, sexual orientation, race, color, genetic information, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law. Forefront will provide reasonable accommodations.

Send your resume to: hr@myforefront.org