



## Accounting Intern Job Description

REPORTING RELATIONSHIP: Senior Accountant

EMPLOYEE CLASSIFICATION: Part-time Non-Exempt

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By focusing on people most in need, the Health Forward Foundation works to transform communities so everyone has an opportunity for better health. Each year we invest more than \$20 million toward our goal of healthy people in healthy communities.

Health Forward was created in 2003 after the sale of the nonprofit Health Midwest hospital system. Since that time, we've been partnering with organizations to ignite a community of health through grantmaking, leadership and advocacy.

We partner with more than 150 organizations to ensure our funding has the greatest impact in our region, using our unique position as an independent, informed voice to spark awareness about wellness and prevention where it matters most.

Health Forward's service area is Kansas City, Missouri; Jackson, Cass and Lafayette counties in Missouri; and Johnson, Wyandotte and Allen counties in Kansas. We are governed by a 21-member board of directors and are managed by a professional staff of 23 employees.

Diversity is a fundamental element of social justice and integral to our mission. We are committed to promoting diversity and cultural competency in our programming, vendor selection, personnel and employment practices, and governance.

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### Position Summary

The accounting intern position will play an important role within a small accounting and finance department. The successful candidate will handle traditional bookkeeping duties including payroll processing and accounts payable as well as assisting the Senior Accountant with advanced accounting responsibilities. The duties and qualifications of this position include:

### DUTIES AND RESPONSIBILITIES:

- Process accounts payable on a weekly basis, ensuring proper documentation, accurate coding and appropriate approvals for all payments.
- Update contract payable schedules with weekly payments.
- Monthly reconciliation and entry of associate credit card transactions including obtaining receipts according to accounting policies and procedures.
- Prepare documents for money manager capital calls for signature and communication with custodial bank. Make entries to accounting software and supporting schedules.
- Record money manager cash distributions to accounting software and supporting schedules.
- Record general bank deposits to the accounting software.
- Purchase accounting supplies and equipment as authorized (e.g. 1099 forms, checks, deposit slips, etc.).

- Prepare monthly bank reconciliations for cash accounts.
- Assist Senior Accountant with month-end closing activities including maintenance of subsidiary schedules and reconciliation of balance sheet accounts (e.g. Prepaids, Payroll Withholdings, Accrued Expenses, Fixed Asset Schedule).
- Support payroll activities as required, including paid time-off tracking and reporting.
- Special projects as available.

#### **QUALIFICATIONS and PERSONAL QUALITIES:**

- Current 2<sup>nd</sup> or 3<sup>rd</sup> year college student making progress toward a bachelor's degree in Finance, Accounting or Business Administration.
- Understanding of basic bookkeeping and accounting principles. Experience with QuickBooks a plus.
- Proficiency in Excel and MS Office Products.
- Ability to perform detailed work with written or numerical data, and to make mathematical calculations accurately. High degree of accuracy and attention to detail required.
- Ability to develop and maintain professional and administrative relationships necessary within a collegial environment.
- Ability to work as a team member where differing viewpoints and give and take are expected and encouraged.
- Ability to maintain appropriate confidentiality with access to sensitive payroll and other Foundation business.
- Excellent written and verbal communications skills.
- Value for and commitment to the Foundation and its mission.
- Professional attitude and appearance appropriate for office standards and responsibilities.

#### **DURATION AND SCHEDULE:**

Ideally, the internship will be filled by the same candidate for a period of 1-2 years. Estimated 10-15 hours per week with flexibility of days worked between normal 9-5 business hours.

#### **COMPENSATION:**

A competitive hourly rate will be offered, corresponding to the experience level, credentials and personal characteristics of the candidate will be offered.

#### **NON-DISCRIMINATION:**

Health Forward firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, sexual orientation, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.