

Intern with FFWPU-USA Finance Department!

Susan Bouachri

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Job Title: Finance Intern

Job Location: New York, New York

Job Type: Part Time

Job Description:

Summer 2017 (May- August):

Objective

This internship is a 2 to 3 month program offering a student or recent graduate the opportunity to get acquainted in the field of finance, specifically relating to accounting in a non-profit organization. This program will give the student experience in accounting by data entry work and creating financial reports through QuickBooks, Excel and Access.

Qualified Participants

Participants should be current college students or new graduates pursuing a career in finance or accounting, have basic knowledge in accounting and moderate computer skills in Microsoft Excel. Knowledge in Microsoft Access is preferred but not required. Participant is responsible to maintain confidentiality while dealing with the organization's financial information.

Work & Schedule

This internship is available on a part time basis. The Intern will work at the FFWPU Headquarters Office located at 481 8th Ave, New York, NY. A part time schedule is typically 2 to 3 days per week on weekdays, for 6 hours per day, though an alternative schedule is possible.

Compensation

Part time interns will receive a stipend of \$11 per hour, to defray the cost of transportation and meals. Each intern is responsible for his/her own room and board. At year end, interns will receive a 1099 tax form from FFWPU for tax purposes.

Supervision

Interns will work under direct supervision of the Controller, Chohei Shimizu. He can be reached by phone at 212-997-0050 ext. 609 and by email at cshimizu@unification.org .

Please e-mail and send your resume to Niina Jewell at njewell@unification.org or to Susan Bouachri at hr@unification.org to apply!