

ConqHer, Inc.

Accounting Intern

About Us:

At **ConqHer, Inc.**, our mission is to embrace under-resourced girls and women to thrive through education, mentorship, leadership, and holistic growth—equipping them with skills and resilience for lasting success.

Role Overview:

Do you love organizing data, working with numbers, and ensuring everything reconciles down to the last penny? Are you pursuing a career in accounting or finance and looking to apply your skills in a meaningful, mission-driven environment? If so, the **Accounting Intern** role at ConqHer, Inc. may be the perfect opportunity!

As our Accounting Intern, you'll help maintain the financial health and accountability of our organization. From reconciling transactions in QuickBooks to preparing program-specific reports, you'll play a key role in making sure our finances are clear, organized, and audit-ready. Your attention to detail and love for systems will help us grow with integrity and confidence.

What You'll Do:

QuickBooks Reconciliation:

Maintain and reconcile our QuickBooks Online accounts weekly, ensuring all income and expenses are accurate and up-to-date.

Transaction Categorization:

Assign transactions to the correct funding sources and programs (e.g., DreamHer, Shine, What Now) to maintain clear financial tracking.

Track Receipts & Expenses:

Follow up with staff and program leads to collect missing receipts and ensure timely upload and labeling.

Assist with Monthly Reporting:

Support the preparation of monthly financial reports for the Executive Director and Board, summarizing revenue, expenses, and program allocations.

ConqHer, Inc.

Organize & Archive Financial Data:

Help keep Google Drive or Dropbox organized with folders for receipts, reimbursements, donor records, and reports.

Monitor Budget vs. Actuals:

Flag discrepancies and assist in updating budget tracking documents as needed.

Support Year-End & Grant Reporting:

Assist with pulling data for grant compliance, audits, and annual filings (training provided).

Who You Are:**Detail-Oriented:**

You catch small mistakes and triple-check your work before calling it done.

Organized:

You enjoy creating order and keeping financial data clean and easy to access.

Assertive (in a good way):

You're comfortable sending reminder emails or following up to get missing info on time.

QuickBooks Confident:

You've used QuickBooks before (or you're quick to learn) and feel at home working in spreadsheets.

Mission-Aligned:

You believe in financial transparency and want to help nonprofits stay on track and accountable.

Qualifications:

- Currently enrolled in or recently graduated from a college or university program in:
 - Accounting
 - Finance
 - Business Administration
 - Nonprofit Management

ConqHer, Inc.

- or a related field
 - Experience with **QuickBooks Online** (required)
 - Comfortable using Google Drive (especially Sheets) and managing digital files
 - Ability to commit **15 hours per week**
 - Strong sense of responsibility and discretion with sensitive financial data
-

How to Apply:

If you're ready to use your financial skills to support a growing nonprofit that's changing lives, we'd love to hear from you! Send your resume and a brief statement about your interest in the role to **hello@conqher.org**.

Don't have a resume? You can still apply! Just fill out our interest form [HERE](#).