



Accounting Intern Job Description

Organization Overview:

To You From Us is a community-based nonprofit organization on a mission to help children and families living in marginalized communities with resources to break cycles of poverty and become self-sufficient through STEM: Service, Training, Education and Mentoring.

Position Overview:

The Accounting Intern will assist the Finance and Operations team in maintaining accurate financial records, supporting daily accounting operations, and ensuring compliance with nonprofit financial standards. This role offers valuable hands-on experience for students interested in nonprofit finance, bookkeeping, and organizational budgeting.

Key Responsibilities:

- **Financial Recordkeeping:** Assist with recording and reconciling daily financial transactions including donations, grants, and program expenses.
- **Accounts Payable/Receivable:** Help prepare and process invoices, reimbursements, and deposits.
- **Expense Tracking:** Support budget monitoring and help categorize expenditures for specific programs or grants.
- **Grant & Fund Reporting:** Assist in preparing basic financial reports required for grants, board meetings, and funder updates.
- **Audit Preparation:** Organize receipts, invoices, and backup documentation for audits and financial reviews.

- **Data Entry:** Maintain accurate financial data in QuickBooks or similar accounting software under supervision.
- **Policy Support:** Help develop and update financial procedures, checklists, and internal controls.

Qualifications:

- Currently pursuing a degree in Accounting, Finance, Business Administration, or a related field.
- Basic understanding of accounting principles (GAAP preferred).
- Strong attention to detail, accuracy, and confidentiality.
- Proficiency in Microsoft Excel and familiarity with accounting software (QuickBooks or similar a plus).
- Excellent organizational and time-management skills.
- Interest in nonprofit finance and a passion for TYFU's mission.

Learning Opportunities:

- Gain practical experience in nonprofit accounting and financial management.
- Learn how to track and report on restricted and unrestricted funds.
- Develop an understanding of grant budgeting and fiscal accountability.
- Strengthen analytical, reporting, and organizational skills.
- Work directly with leadership on budgeting and sustainability strategies.

Final Note:

This internship position is designed to be both educational and practical. By the end of the internship, the intern will have gained a broad understanding of how nonprofit organizations utilize financial management and accountability to achieve their mission and expand their influence.