



ACCOUNTING INTERNSHIP

Job Status: Internship

Reports to: Finance Manager

Age: 18+

Internship dates: September — December, 2018

Department: Administration

Updated: August 2018

Primary Objective(s) of Position:

To assist PULSE's Accounting team in bookkeeping operations. PULSE will provide the opportunity for you to grow professionally as you assist with the administrative operations of the organization.

Preferred Major: Accounting

Key Responsibilities & Objectives:

- Data entry in Quickbooks
- Reconcile balance sheet accounts
- Assist with PULSE's annual audit
- File paperwork
- Prepare reports
- Assist with tax forms and deadlines
- Develop strong relationships and work in cooperation with other PULSE team members
- Provide a weekly status report
- Engage in personal and team development opportunities presented by PULSE Leadership
- Follow all policies and procedures outlined the PULSE employee manual
- Assist and perform any and all other duties as assigned by Finance Manager

Core Competencies

- A follower of Jesus Christ and in agreement with the PULSE Statement of Faith, Mission and Values.
- Be a model of Christian integrity, diligence in work and persistence in pursuing and exceeding objectives.
- Organized and given to detail while comfortable engaging in conversations with people of different backgrounds.
- Excellent communication and interpersonal skills.
- Flexible, adaptable, and teachable.
- Demeanor, approach, and appearance reflects a level of professionalism and represents PULSE.

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