



## ACCOUNTING INTERNSHIP

**Job Status:** Internship

**Reports to:** Finance Manager

**Age:** 18+

**Internship dates:** January 2019—May 2019

**Department:** Administration

**Updated:** October 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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