



CLINICA MONSEÑOR A. OSCAR ROMERO ACCOUNTING INTERNSHIP

Type: Internship

Location: 123 S. Alvarado St. Los Angeles, Ca 90057

Application Deadline: Ongoing until position is filled.

Overview

Founded in 1983, Clinica Monsenor Oscar A. Romero (CMOAR) provides quality and affordable health care, health education, and advocacy services to the uninsured and underserved communities of Greater Los Angeles. Clinica Romero has operating clinics in the Pico-Union/Westlake and Boyle Heights area. The internship will be rigorous and demanding, and it will provide an unparalleled opportunity for personal and professional growth as well as leadership skill building. This is a great opportunity to see and experience firsthand what is involved in the administration of a Federally Qualified Health Center (FQHC).

Responsibilities

- The intern will work closely with the Financial Director.
- Light filling, making deposits, entering cash receipts into ledger and coding expenses.
- Review invoices, prepare invoices and general entries.
- Receive mail and date stamp all invoices, compare invoices to receiving documents, packing slips and purchase orders.
- Intern will occasionally contact vendors to resolve any discrepancies, in the absence of an approved purchase order, obtain the necessary departmental approval and file the invoice until time for payment.
- In addition to gaining accounting experience, the intern will incorporate core organizational values of professionalism with an emphasis on teamwork, kindness, compassion and quality of service at all levels.

Eligibility: undergraduate, recent college graduates or experienced young professionals.

Qualifications

- Motivated, outgoing self-starter, outside-the-box thinker, natural team player and leader
- Exceptional communication skills, strong work ethic, and fast learner.
- Familiar with Microsoft Office programs and proficient in excel.
- Possess a high level of organizational skills and be detail oriented
- Desire in an accounting or financial career.

Time commitment: Minimum of 3-month commitment, 6 months desired

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant.

How to Apply

Applications accepted on a rolling basis. Please send your resume to mmiranda@clinaromero.com with the title of the internship and your name in the subject line of the email.