



Accounting Internship

Type: Internship | **Location:** 2032 Marengo Street, Los Angeles, CA |

Application Deadline: Ongoing until position is filled

Overview

This internship will be rigorous and demanding, but 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: Undergraduates, recent college graduates or experienced young professionals

Qualifications

- Motivated, outgoing self-starter, outside-the-box thinker, and natural team player
- 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 of an accounting or financial career

Time commitment: Minimum of 3-month commitment, with 6 months desirable.

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



(213) 989-7700



123. S. Alvarado St. Los Angeles 90057
2032 Marengo St. Los Angeles 90033



www.clinicaromero.com