

## Curamericas Global Accounting Intern

**Reports to:** Executive Director

**Compensation:** Unpaid

**Length of Engagement:** August 15 - December 15 (flexible start/end dates)

Minimum of 15 hours/week

**Location:** Raleigh, NC

**Responsibilities:** Curamericas Global, a nonprofit, international health organization, seeks an accounting intern at our Raleigh office. This intern will work to assist departments across the organization as listed below. The main purpose of this internship is to support accounting and financial management duties in a nonprofit organization. Tasks include (but are not limited to):

### Financial management (90%)

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Assist with month-end financial reports
- Help with accounts receivable, payable, and bank statement reconciliation
- Assist with audits
- Assist with data entry
- Code and file receipts
- Taking on additional tasks or projects to learn more about accounting and office operations.

### Other tasks (10%)

- General office admin and team assistance
- Professional development\*

\*Learning and networking opportunities include: USAID Global Health e-Learning courses, Triangle Global Health events, Care Group, CBIO learning materials and Thomas Judy & Tucker PA.

### **Qualifications:**

- College student, graduate student or college graduate seeking business management and/or accounting degree
- Internet and Microsoft Office experience and skills required program with an interest and aptitude to work in Accounting, or non-profit management/administrative fields
- Ability to prioritize tasks and handle numerous assignments simultaneously
- Enthusiastic attitude and willing to do whatever is needed to help the team

### **Application Instructions:**

Please send completed application, resume, and cover letter to [cpatterson@curamericas.org](mailto:cpatterson@curamericas.org).

### Future Opportunities

In addition to the internship that is offered, interns who worked/will work during fall 2019 or spring 2020 have the opportunity to potentially be promoted to the Program Fellow paid position in August 2020. Curamericas Global is seeking a goal-oriented and ambitious individual, who has received an undergraduate degree, to join the team. The Program Fellow position involves working with the

Executive Director, country partners, and the Curamericas Global program team to support the development of new programs as well as ensure the current programs are effectively coordinated and implemented.

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