**Position Title:** Accounting Intern  
**Department:** Finance Department

New American Pathways is a local 501(c) 3 nonprofit that helps refugees from the moment of arrival in Georgia through their journey to citizenship. Our specially designed programs provide proven pathways for refugees and other immigrants to realize their full potential and dreams as they build new lives. Our comprehensive model is unique. We begin with resettlement services and offer steady guidance and advocacy for each family as they pursue jobs, education, cultural integration, individual and female empowerment, and whatever each person needs on their pathway to succeed. By matching peoples’ unique assets with opportunities in the community, we ensure that each new American we serve can succeed, strengthen the American workforce, and help Georgia thrive.

**GENERAL DESCRIPTION**

This position is intended to provide qualified interns with opportunities to learn through experience, interdependent General Accounting processes and Grants Management reporting characteristic of non-profit organizations by partaking in balance sheet reconciliations, Client/ Program to grant billing reconciliations, daily accounting processes, and compilation of defined processes into a formal manual.

**KEY RESPONSIBILITIES**

- Assist with monthly balance sheet account reconciliations, including but not limited to bank accounts, accounts receivable and accounts payable
- Compile supporting documentation essential for grant management and billings
- Reconcile Client activity to billings
- Assist with reconciliation of Program/ Admin expenses to grant budgets and billings
- Actively engage in coding and posting of accounts payable invoices, sales journals and journal entries
- Formalize department’s accounting procedural manual

**SKILLS AND COMPETENCIES**

- Successful completion of core first year accounting curriculum classes
- Intermediate skills in Microsoft Excel and Word
- Minimal experience using computerized accounting system (QuickBooks, Peachtree or Sage a plus)