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**Position Title**: Accounting Intern

**Organization**: Jewish Family Service of San Diego

**Position Type**: Internship, Temporary (12- 15 hours per week) non-exempt

**Salary:** $11-13/Hour

**Position Overview**

The accounting intern will work between 12 and 15 hours per week. Hours are flexible within the core business hours of 8-5, Monday through Friday.

Primary responsibilities will include:

* Review submitted invoices against list of allowable expenses prior to submission for payment.
* Assist staff accountants with reconciliation spreadsheets.
* Assist with the preparation of daily deposits.
* Other duties as assigned.

**Position Requirements**

* Completion of Principles of Accounting (Acctg 101)
* Basic understanding of Generally Accepted Accounting Principles (GAAP)
* Experience using Microsoft Office applications (Excel and Windows)

**Additional Information**

The intern is expected to gain the following skills during the internship:

* The ability to input Accounts Payable invoices and journal entries into The Financial Edge Accounting software.
* Experience scanning and electronically filing documents.
* Practical knowledge of GAAP principles, principally as they are related to nonprofit organizations.
* An understanding of internal controls related to cash and check deposits.
* Experience performing basic reconciliations.
* Experience utilizing Office applications such as Excel and Windows.

**Contact Information**

To be considered, please email your cover letter (including salary requirement) and resume to [resume4321@jfssd.org](mailto:resume4321@jfssd.org). Be sure to include the position title in the subject line. Please, principals only. Please, no follow-up phone calls or emails.

**About Jewish Family Service of San Diego**  
Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community. For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving. At Jewish Family Service, we believe our employees are the backbone of our agency. Our goal is your success. Come work at JFS and be our partner in *Moving Forward Together*. To learn more about JFS, please visit [www.jfssd.org](http://www.jfssd.org).

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