



IMPACT

INTERNSHIP JOB DESCRIPTION NON-PROFIT FINANCE/ACCOUNTING

Term: Summer/Spring 2020

Company Description: IMPACT provides human, intellectual, and financial resources to underserved entrepreneurs while building partnerships with participating students and the local community. Our organization works directly with entrepreneurs to help create business plans, implement sound business strategies, and provide support throughout microfinancing. This is a great opportunity to gain hands on experience working with a startup non-profit organization.

Job Description: The intern will focus on developing IMPACT's finance and accounting systems and standardizing internal operations. The student will have the opportunity to learn the ins and outs of accounting for a growing non-profit. Interns will predominantly work from the University of Tampa campus, but may also be required to conduct meetings off campus or virtually.

Responsibilities:

- Recordkeeping
- Preparing monthly financial statements
- Working directly with the Finance Committee of the Board of Directors
- Researching how to code transactions

Skills:

- Attention to detail
- Ability to operate independently
- Strong communication skills
- Familiarity with Wave is a plus

Majors:

- Accounting
- Finance
- Economics
- Entrepreneurship

Time Commitment:

- 5-20 hours a week

Compensation:

- Unpaid internship – potential academic credit