



Accounting/Business Services Summer 2022 Remote Intern

TLT- Leading Leaders

About this position

The TLT- Tomorrow's Leaders Today internship consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The Internship Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge. Each Intern will be exposed to the daily tasks related to their major career track in operations management, business administration, accounting, public administration, liberal arts, or law (projects, meetings, and creative brainstorming), as well as necessary nonprofit and corporate organization and administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a successful and established non-profit organization.

Key responsibilities:

The Accounting/Business Services Intern will join the team to help with supporting aspects of the services cycle and month end close including revenue, expense, strong guidance, and support from the team. The successful candidate will be highly organized, self-motivated, and detail-oriented.

Responsibilities will include:

- Internal audits
- Review and suggest updates to business plan
- Introduction to Bloomerang, Paypal, and Stripe systems and reporting
- Review and suggest updates to preliminary budget and budget narrative
- Introduction to Quickbooks
- Data compilation for grant requests
- Month end reporting

Qualifications:

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- Currently pursuing an accounting degree or Business Management degree and have taken some accounting courses
- Strong in Microsoft Office Suite, especially Excel
- Self-motivated and a critical thinker with great problem-solving skills
- A positive attitude, willing to go above and beyond
- Eager to assist with miscellaneous projects
- Willing to learn or has experience with Bloomerang, Stripe, and Quickbooks a plus
- Non-profit experience, volunteer, or strong community involvement a plus

Work Schedule: Flexible, 6-20 hours a week

One virtual weekly team meeting

Mon. 9 AM, Tues 11:30 AM, Tues. 5:30 PM, Wed. 10 AM, or Thur. 1 PM

and a

bi-weekly one-on-one coaching sessions

are required held under the supervision of a supervisor.

About TLT - Tomorrow's Leaders Today

TLT: Tomorrow's Leaders Today, Inc. is a 501(c)3 nonprofit organization dedicated to helping develop youth leaders through education, collaboration, and mentorships with community & business leaders for the collective benefit of the students and their communities.

Diversity, Equity & Inclusion

We value and embrace diversity, equity and inclusion. We seek views that reflect all walks of life and reflect those views in our programs. We recognize the special needs and diverse backgrounds of individuals, our students, volunteers and our communities. All individuals are given an equal opportunity to be heard and to benefit from our program.

Compensation

TYPE

Unpaid

DURATION

Temporary / Seasonal

Company Details

COMPANY SIZE

1 - 10 employees

INDUSTRY

Non-Profit

HEADQUARTERS

Denton County, Texas

WEBSITE

<https://www.TLTLeaders.org>

SOCIAL MEDIA

<https://www.facebook.com/TLTLeaders.Org>

<https://www.instagram.com/tltleaders/>

<https://www.linkedin.com/company/64271191>

<https://twitter.com/TLTLeaders>

https://www.youtube.com/channel/UCrPNTIq4_oBKrM3QvTJR0Ww

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

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