



**We are seeking an intern! This is a paid position for 10-15 hours per week.**

<b>Position Title:</b>	Accounting Intern - Paid	<b>Hours &amp; Wages:</b>	Up to 15 hours/week \$15 per hour
<b>Reports to:</b>	Finance Director	<b>Duration:</b>	Spring or Summer Semester

**About United Way of Yellowstone County (UWYC)**

United Way fights for the health, education, and financial stability of every person in every community. We specialize in forming community-led solutions to the community’s toughest problems. Learn more at [www.uwyellowstone.org](http://www.uwyellowstone.org)

- Our Mission: To improve lives by mobilizing the caring power of the community.
- Our Vision: United Way of Yellowstone County is the primary community-building organization in South Central Montana. We provide leadership to effectively mobilize people and financial and strategic resources to improve people's lives. We identify and address the community's priority needs and provide solutions that achieve measurable results and sustained community change.
- Our Values: Service-Oriented, Transparency, Integrity, and Respect.

**Intern Experience at UWYC**

Interns at UWYC gain valuable learning and working experience at a leading nonprofit organization. Our goal is to make every intern who works with us feel included, valuable, and productive. In addition to the hands-on experience you’ll receive, you will be provided with professional development opportunities, mentorship, cross-department projects, volunteer events, and more.

The internship opportunities are open to current students. The intern is expected to demonstrate a keen interest in nonprofits, as well as interest in business, finance and/or accounting.

**Position Summary**

This internship offers students an opportunity to gain valuable work experience while positively impacting the community. The Accounting Intern contributes to the achievement of United Way of Yellowstone County's mission and vision by assisting with and performing payroll processing, accounts receivable, and accounts payable duties.

**Key Responsibilities and Learning Objectives**

**1. Accounting**

- Learn how to process accounts payable and accounts receivable transactions. Learn how to create expenditure reports for review and approval. Learn how to create invoices for review and approval.
- Learn how to manage internal expense reporting functions and employer credit card program.
- Help maintain the office central filing system in accordance with auditor standards.

*Gain experience with Quickbooks, federal and state grant oversight, vendor relations, electronic giving portals, and monthly reconciliation.*

## 2. Payroll

- Help process bi-weekly payroll including applicable payroll taxes. Learn how to allocate payroll expenses by program and/or expense classification.
- Learn how to manage enrollment/termination of employees in applicable benefits and reporting for health and retirement plans.
- If applicable, learn how to process unemployment claims and workers' compensation claims.
- Learn how to maintain payroll files in accordance with federal and state employment laws.

*Gain experience with federal/state payroll polices or legislation that affects non-profits. Learn time management, project management, and nonprofit leadership.*

### Education

High School Diploma, or equivalent.

Enrolled in and on track to graduate from a four-year college or university with a degree in business, finance, or accounting, or a related discipline.

### Knowledge & Skills

Strong oral and written communication. Proficient in Microsoft Office (Access, Excel, Word, PowerPoint, and Outlook). Ability to work independently and within a team environment. Strong interpersonal skills. Ability to work in a fast-paced environment and juggle multiple priorities. Aptitude for learning new technologies and applications. Professional, organized, courteous. Ability to understand relationships between tasks and intended outcomes.

### Physical Demands

The physical demands of the position are representative of those an employee encounters while performing essential functions of the job. Interns should expect to sit or stand in front of a computer, use of computer keyboard, ten-key and multiline phone. General movement around the office for communicating with others, using the copier and filing. UWYC may make accommodations for those with disabilities to perform the essential functions of the job. The noise level in the work environment is usually moderate.

### Equal Employment Opportunity Statement

United Way of Yellowstone County values diversity in the workplace and among our agencies and clients. We provide equal opportunity for employment and promotion to all qualified employees and interns on the basis of experience, training, education, and ability to do the available work without regard to race, religion, color, age, sex/gender, sexual orientation, national origin, gender identity or expression, disability, marital status, veteran status, genetic information, ancestry or any other status protected.

**For consideration, please send your resume and cover letter  
to [unitedway@uwyellowstone.org](mailto:unitedway@uwyellowstone.org)**