



**Intern Position:** Accounting Intern

**Location:** Central Pennsylvania Food Bank - Harrisburg, PA

**Reporting Relationship:** Accounting Manager

**FLSA Status:** Non-paid Internship

**Prepared By:** Christina Shaw

**Approved By:** Lisa Kreider

**Approved Date:** January 2020

**Position Summary:** The Accounting Intern will work under the guidance and direction of the Accounting Manager to become familiar with the operations of the Central Pennsylvania Food Bank (CPF) and will be fully engaged to assist in financial, accounting, and other administrative activities.

**Learning Objectives and Goals:**

- Oversee the day-to-day accounting functions, financial and cash flow management, banking practices, financial reporting, payroll, and annual audit process.
- Assist with overseeing all reconciliation work performed by other staff, including reconciliation of bank and investment statements, inventory, grants, prepaid and accrued expenses, and other general ledger accounts.

**Functions and Responsibilities:**

- Perform reconciliations of general ledger accounts and bank statements.
- Prepare deposits including proper account coding, preparing deposit ticket, and journal entry.
- Assist in weekly accounts payable processing including posting invoice payments, pulling invoices for payment, preparing invoices, distributing checks, and follow-up on outstanding balances.
- Statistical analysis of information as needed including trends, expense factors, etc. May require spreadsheet design or report presentation.

**Other Duties:**

- This intern description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the internship. Duties, responsibilities, and activities may change at any time with or without notice.

**Education:**

Internship is open to current freshmen through seniors, working toward a Bachelor's degree in accounting, finance or business administration with a minimum overall GPA of 3.0.

**Knowledge, Skills and Abilities:**

- Strong organizational and communication skills with keen attention to detail.
- Possess exemplary customer service skills.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of MS Office applications, especially Word and Excel.
- Must have reliable transportation.