Non-Profit Finance and Accounting Internship

For 36 years, Corporate Accountability International has successfully challenged corporations like Nestlé, General Electric, and Philip Morris to halt abusive practices that threaten human rights, public health, the environment and our democracy. The organization is leading campaigns challenging some of the world’s most powerful industries in food and agriculture, water and tobacco. Our internships are a unique opportunity to gain valuable organizing and non-profit experience. This is a hands-on program, designed to mentor and cultivate students interested in social justice, strengthen their understanding of a fast-paced campaign organization, and prepare them with the skills and experience necessary to challenge corporate abuse.

This is a skills-building internship in which interns will take on significant projects to advance Corporate Accountability International’s mission, including the Think Outside the Bottle and Public Water Works! Campaigns to challenge corporate control of water, the Value [the] Meal campaign to challenge corporate abuse of our food, and the campaign to Challenge Big Tobacco. The projects will be coupled with training sessions on action planning, campaign research, media outreach, fundraising, and many other topics.

The Non-Profit Finance and Accounting Intern will assist in performing accounts receivable, accounts payable, financial reporting, and will help prepare for the annual audit. This is an excellent opportunity to get hands-on experience in a non-profit Finance department of a mission-driven organization.

MAJOR RESPONSIBILITIES:

- Work closely with the Financial Manager on income processing and related receivable issues;
- Assist the Financial Manager on the weekly preparation and printing of vendor checks;
- Help the Finance Department in bank reconciliation;
- Assist with monthly cash flow and budget management preparation;
- Assist Financial Manager with monitoring staff leave tracking;
- Additional responsibilities with ad-hoc projects.

QUALIFICATIONS:

- Demonstrated commitment to corporate accountability and progressive social change;
- Coursework in Accounting, Finance, or Business Administration;
- Good working knowledge of accounting and finance through prior work experience or in the classroom;
- Strong attention to detail, process-oriented, and self-motivated;
- Enjoys solving puzzles;
- Good organizational skills;
- Proficient in Microsoft Excel and Word.

DETAILS:
Location: Boston, MA
Duration: Please see online application for current openings and internship dates.
Compensation: This is an unpaid internship, however, $200 toward transportation will be provided and students may receive course credit for their internship.
Training: Classroom sessions and ongoing trainings will be provided by senior campaign staff.

TO APPLY: Please visit www.stopcorporateabuse.org/internships. Attach your resume to the online application, and please include a cover letter and list of three references. Please let us know where you heard about the position. If you are having trouble uploading, please email your materials to Michaela Howard internships@stopcorporateabuse.org.

Corporate Accountability International is an equal opportunity employer and an inclusive organization. People of color, women, and GLBTQ people are strongly encouraged to apply.