**Spring 2019 Finance & Accounting Internship**

**CHILDREN AT RISK – Houston**

CHILDREN AT RISK is currently seeking candidates for our Spring 2019 Finance & Accounting Internship position. This internship is an unpaid, but extraordinary learning opportunity to work with the Finance & Accounting staff of CHILDREN AT RISK on financial projects of the organization.

Founded in 1989, CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of Texas’ children in the areas of education, health, parenting, human trafficking, and juvenile justice reform. We are the leading source of accurate information on children’s issues and an advocate and catalyst for change concerning the needs of all children in Texas.

**Responsibilities/Potential Projects**

Specific responsibilities will be dependent upon each candidate’s skills, career goals, and interests. CHILDREN AT RISK expects that this internship will be used as a career development tool for the selected candidates and hopes to maximize the selected individual’s internship experience. The successful candidate should leave this internship with an excellent working knowledge of QuickBooks, and with honed Excel skills.

We are seeking dedicated and focused candidates that possess excellent analytical, research and organizational abilities to assist in various accounting and financial related projects.

**Projects and activities may include:**

* Utilizing QuickBooks accounting software for daily transactions and reporting purposes
* Various financial analysis using Excel
* Preparing and analyzing financial reports for the Board of Directors
* Grant management including preparation of budgets, tracking of grants and reporting.
* Updating of current policies and procedures manuals
* Preparation of organization’s Form 990

**Preferred qualifications**

* **Strong analytical skills and confidence using Microsoft Excel is a must**
* Ability to work independently/as a self-starter, as well as a team member.
* Strong written and verbal communication skills for both internal and external audiences.
* Attention to detail and a commitment to maintaining accurate, confidential information
* Strong work ethics, a good sense of humor, an outgoing personality are all considered a plus for this position.
* A commitment to children, innovative public policy, and positive change preferred.
* **A strong desire to learn about non-profit management and finance.**

**Application Instructions:** Our positions are competitive and fill quickly. Interested candidates should submit a resume, a brief letter of interest, and an official transcript to Maricela Carrera at accounting@childrenatrisk.org. The deadline to submit applications for the position is Friday, November 23, 2018. For more information on CHILDREN AT RISK please visit [www.childrenatrisk.org](http://www.childrenatrisk.org).

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.