

National Family Planning & Reproductive Health Association

POSITION DESCRIPTION

FINANCE & ACCOUNTING INTERNSHIP, JULY 2024 TO JUNE 2025

Last updated: April 2024
Position Title: Finance & Accounting Intern
Supervisor: Senior Director, Executive Office, and Finance Director
Status: Non-Exempt, Intern

WHO WE ARE

The National Family Planning & Reproductive Health Association (NFPRHA) is a membership organization representing providers and administrators committed to helping people get the family planning education and care they need to make the best choices for themselves and their loved ones. NFPRHA works to enhance the ability of thousands of nurse practitioners, doctors, and other health professionals to provide high-quality family planning care through training and advocacy.

WHAT IS THE POSITION

This intern will have substantive and supportive responsibilities within the association's finance & operations function. This is an excellent opportunity for applicants with a finance and accounting background that want more exposure to nonprofit management and are passionate about public health and sexual and reproductive health. The finance & accounting intern will have the opportunity to shadow staff as they perform day-to-day duties in addition to assuming responsibility for individual work.

TIME COMMITMENT

NFPRHA is seeking candidates for this finance & accounting internship from July 2024 to June 2025, with exact start and end dates flexible. The finance & accounting intern commits 21-25 hours per week during their internship. The intern's working schedule is flexible, though work hours must take place between 8am and 6pm ET.

REMOTE WORK

NFPRHA staff primarily work remotely, however, the finance & accounting intern must physically reside in the District of Columbia, Maryland, or Virginia.

KEY RESPONSIBILITIES

NFPRHA staff rely on interns to make substantive and supportive contributions to our work. The finance & accounting intern will support staff with key responsibilities including, but not limited to:

- Assisting with research, data entry, and maintaining accurate financial and accounting electronic records and files.
- Assisting with month-end close, to include journal entries and reclasses.
- Supporting the distribution of monthly financial project reports including budget vs. actual comparisons.
- Working with accounting software such as BlackBaud and Bill.com for Accounts Payables and Invoicing.
- Managing sensitive or confidential information with honesty and integrity.

- Working as part of the finance team to compile and analyze data, track information, and support the organizational members' finance requests.
- Taking on additional accounting and office operations tasks or projects as required.

REQUIRED QUALIFICATIONS

- Strong commitment to NFPRHA's mission of supporting family planning and sexual and reproductive health, including abortion, and public funding for these services.
- Demonstrated track record of honesty and integrity.
- Proficiency with Microsoft Office Suite.
- Demonstrated problem-solving skills and ability to adjust strategies in real time.
- Proven ability and desire to work with people of diverse backgrounds.
- Demonstrated attention to detail.
- Ability to manage multiple projects, priorities, and deadlines, and adjust as needed.
- Proven verbal and written communications skills.
- Capacity to accept feedback and adjust as needed.
- Ability to show initiative.
- Demonstrated customer service skills for internal/external stakeholders.
- Established comfort working in a remote environment.
- Successfully completed basic and intermediate accounting coursework.
- Comfort in learning new software.

COMPENSATION

NFPRHA's pay range for interns is \$18-\$19/hour, based on experience. NFPRHA interns are overtime-eligible, paid on federal holidays when scheduled to work, and receive three personal leave days per semester. While working in the primarily remote environment, NFPRHA reimburses staff and interns \$25/month for internet service and \$25/month for phone service, plus funding for any needed supplies.

NFPRHA will also work with student interns and their universities to provide credit for the role if requested. Graduate student supervision is available for a variety of fields. However, interns are not required to be enrolled in school or have completed any particular degree.

HOW TO APPLY

- Interested applicants should submit a cover letter and resume.
- Applicants are asked to address how they meet each of the required qualifications for this position; if not included in resume, please discuss in cover letter.
- If submitting by email, please send to Illysa Schrager at ischrager@nfprha.org and include "Finance & Accounting Internship" in the subject line. No phone calls.
- The deadline to apply is Friday, May 24. Applications will be reviewed at that time.