

# National Family Planning & Reproductive Health Association

## POSITION DESCRIPTION

### FINANCE & ACCOUNTING INTERNSHIP (REMOTE POSITION) – FALL 2022

Last updated: August 2022  
Position Title: Finance & Accounting Intern  
Supervisor: Senior Director, Executive Office, and Senior Finance Director  
Status: Non-Exempt, Intern

#### **WHO WE ARE**

The National Family Planning & Reproductive Health Association (NFPRHA) is a membership organization that supports its members to advance and elevate the importance of family planning in the nation's health care system and promotes and supports family planning providers and administrators' work, especially those in the safety net. NFPRHA is committed to a diverse, equitable and inclusive culture across our organization, programs, and membership.

#### **WHAT IS THE POSITION**

NFPRHA is seeking candidates for a finance & accounting internship for the fall 2022 semester (September 2022 – December 2022). The intern will have substantial responsibilities related to NFPRHA's day-to-day and long-term finance, accounting, and operations work. 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 having responsibility for individual work.

#### **TIME COMMITMENT**

The finance & accounting intern will commit to 20-25 hours per week during the fall 2022 semester (September 2022 – December 2022). Start/end dates and working schedule are flexible (with work hours taking place between 8am and 6pm ET). Having availability on Mondays and Tuesdays is preferred.

#### **REMOTE WORK**

NFPRHA is currently 100% remote work because of the Covid endemic, 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.
- 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 honest 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 work with multiple projects, priorities, 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 \$17-\$18/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 100% 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**

- Submit a cover letter and resume to Illysa Schragger at [ischragger@nfprha.org](mailto:ischragger@nfprha.org); please include "Finance & Accounting Internship" in the subject line.
- Applicants must address how they meet each of the required qualifications in the cover letter.
- Applications will be reviewed as they are received, and interviews take place on a rolling basis.

*NFPRHA complies with federal, state, and local laws prohibiting employment discrimination and harassment.*