

Accounting Operations Intern (Accounts Payable + Financial Reporting)

Role: Accounting Operations Intern

Term: Summer, 10–12 weeks. Optional school-year extension for top performers.

Hours: 10 hours/week

Location: In Office

Pay: Paid hourly. \$18 per hour. Benefits not included.

Standing meeting: Wednesdays at 9:00 AM Eastern (required)

Reports to: Senior Accountant

Role Summary

The Accounting Operations Intern supports the day-to-day financial functions of the organization, ensuring transactions are processed accurately and records are maintained with excellence. This role contributes to reliable financial reporting and reflects a commitment to stewardship, integrity, and service within a faith-based nonprofit environment.

What you will do

- You will strengthen financial operations so the organization stewards resources with accuracy, transparency, and excellence.
- Process and code accounts payable transactions in the accounting system
- Assist with accounts receivable tracking, deposits, and donor-related financial entries
- Maintain organized digital filing systems for invoices, receipts, and financial records
- Support monthly close processes

Success looks like

- Accurate and timely processing of payables and receivables
- Clean, well-organized financial records with clear audit trails
- Assist in monthly reconciliations completed with minimal discrepancies
- Standardized procedures documented for repeatable workflows
- Reliable reports that support leadership decision-making

Required

- Strong attention to detail and commitment to accuracy
- Understanding of basic accounting principles (debits/credits, reconciliations)
- Proficiency in Microsoft Office, especially Excel (formulas, data organization)
- Strong organizational and time management skills
- Clear written communication and professional email habits
- Respect for confidential and sensitive financial information
- In process of pursuing an undergraduate or graduate degree in Accounting, Finance, or related field

Preferred

- Experience with accounting software (e.g., QuickBooks, Financial Edge NXT, or similar)
- Exposure to nonprofit accounting practices
- Interest in financial stewardship within a mission-driven or faith-based organization

Confidentiality

- Intern will sign a confidentiality statement

Application

Send the following to info@worldvillages.org with subject *Accounting Operations Intern*:

- Resume
- Cover letter including weekly availability, time zone, and location