

**Finance/Accounting Program Intern
Summer Internship in Menlo Park
LifeMoves**

Position Title: Finance and Accounting Intern

Main office location:

- LifeMoves 181 Constitution Drive, Menlo Park, CA 94025

Time Commitment:

- **10 weeks: June 12th – August 18st**
 - Full time (40 hours/week)

Position Details:

The LifeMoves Finance and Accounting Intern will assist with the preparation of the accounting year end and budgeting processes. They will participate in the month end close and the finalization of the agencies financial statements and the annual budget.

Responsibilities Include:

- Preparation of certain financial schedules and reconciliations
- Performance of Cost Analyses in response to operational questions
- Finalization of budget reports in the LifeMoves financial system
- Participation in financial reviews
- Organization of financial records

Position Requirements/Preferred Skills:

- HS Diploma
- Currently enrolled in BS or BA program in Accounting, Finance, or related field. Must have some accounting coursework
- Excel skills
- Ability to problem solve
- Ability to work in a fast-pace environment

Learning Outcomes:

- Hands-on experience with accounting processes and analysis
- Learning of budgeting processes
- Networking opportunities for career development with LifeMoves staff and partner agencies

Compensation: Unpaid

Supervisor: CFO