

Innovative Human Rights NGO Seeks Accounting Intern

About Asylum Access

Asylum Access is a leading refugee human rights organization headquartered in Oakland, CA with substantial operations in three countries plus partnerships in additional countries across Africa, Asia, and Latin America. Asylum Access is the only global organization working to make human rights a reality for refugees in first countries of refuge. Our unique combination of five integrated strategies provides grassroots assistance and changes the legal landscape for refugees and their host communities. By helping refugees assert their rights, we are putting power back into their hands. Our work transforms the traditional approach of endless humanitarian handouts to a sustainable solution that gives refugees the tools to provide for themselves and make choices about their own lives.

Asylum Access envisions a world where refugees are seen as people with rights, not just people with needs. Asylum Access believes that by empowering refugees to assert their human rights, we can create effective, lasting solutions for refugees around the world.

Position Description

The Accounting Intern will support the Finance, Accounting and Audit Team in reconciling general ledger accounts, conducting internal audits, closing month, quarter and year-end books as well as ad hoc projects. Based on expertise and relevant experience, the Accounting Intern will also assist in identifying risks and proposing solutions on matters related to financial reporting. There will be a larger focus on the new accounting software NetSuite as well as helping conduct internal audits for all country offices. The Accounting intern will have the opportunity to work across departments including Finance, Accounting, and Operations.

Essential Job Responsibilities

- Prepare Analytical Financial Reports
- Prepare journal entries
- Assist in preparing budget vs. actual reports
- Support in preparing audit schedules
- Collaborate with the Global Finance Director and HQ Accountant to implement and maintain internal controls and procedures through internal audits

Required Qualifications

- Experience with bookkeeping, data entry, and general ledger journal entries
- Strong analytical and problem-solving skills
- Ability to pay close attention to detail, and manage and prioritize multiple projects

- Ability to manage multiple deadlines and work effectively with high attention to detail
- Strong initiative and self-motivated
- A desire to learn about nonprofit accounting and finance
- Ability to work with diverse individuals and groups. Candidate should be culturally sensitive
- Working knowledge of Google Apps (Gmail, Google Drive, Calendar, Docs), Microsoft Office

Preferred Qualifications

- Demonstrated bookkeeping accuracy
- Student or graduated from Accounting or Finance careers

Hours and Location

The Accounting Intern must commit to working 10-24 hours per week for 3-6 months at our Oakland, CA office. The official committed hours and work time will be formalized between the selected candidate and the position supervisor.

This is a part-time, unpaid internship.

Application Instructions

Send your resume and cover letter to apply@asylumaccess.org with the subject line "Accounting Intern". In your cover letter, please describe your reasons for applying, relevant qualifications, and how you learned about the position.

Applicants will be considered on a rolling basis until the position is filled. Applicants in need of accommodation during the interview can contact HR at apply@asylumaccess.org.

Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information about our organization, visit www.asylumaccess.org