**Accounting Operations Internship**

**Literacy Minnesota** is seeking an Intern to contribute to many aspects of organizing, updating, and documenting functions within the Accounting department. The intern will be responsible for reviewing, purging, recording and organizing documents (contracts, financial records, etc.) according to retention policy, scanning and naming said documents. In addition, this position will assist with process documentation as the organization goes through its accounting system conversion.

**Project Background:** The organization has used MIP and QBO data systems for several years and is moving to a single accounting system, Sage Intacct, as well moving to a new payroll system. Part of the conversion means we need to update many internal processes as well as documenting new ones. That includes managing several mini projects to help us review and purge old documents, and organize, scan, and rename the documents that are still relevant.

**Intern Responsibilities:**
- Review, sort and organize existing paper documents, e.g. contracts, grants, compliance-related documents, organization records, etc. according to retention policies.
- File paper copies as needed, update filing system.
- Scan existing paper invoices to designated folder, and/or rename documents that have already been scanned, according to new naming convention.
- Scan other existing paper documents, name and organize them into electronic folders as well.
- Prepare process documentation for review and approval.

**Special Responsibilities/Projects:** In addition to the duties above, and depending on skills and interests, there are additional one-off types of projects that require clear organizational skills and a high degree of commitment to accuracy. Two of those projects are listed below; there may be others.
- Review electronic folders, develop plan for organizing together with existing staff. When plan is approved, work on moving items to newly designated folders.
- Work on organizing and labeling paper records to be stored in offsite storage.

**Time Commitment:**
- Average of 10-20 hours per week, or as much time as needed to complete tasks. (flexible)
- The commitment can vary by week, with some weeks carrying a heavier workload than others.
- The team meets once per week at a mutually agreed upon time.

**Qualifications:**
- High degree of attention to detail, with strong organizational skills.
- Previous experience working with scanning, organizing and naming items using Adobe Pro preferred.
- Previous experience working in Microsoft Word and Outlook is required.
- Previous experience in accounting or bookkeeping would be helpful.
- Demonstrated ability to meet deadlines and work collaboratively to complete a project.
- Desire to increase intercultural competence; experience working with people from different cultures.
- Comfort with email and online communication platforms.

**Benefits:**
- Pay rate of $14.50/hour.
- Gain exposure to accounting processes and operating needs in a nonprofit environment.
- Build knowledge of Adult Basic Education and literacy programs in Minnesota.
- Free access to [Literacy Minnesota tutor trainings](#).
To apply:
- Please email cover letter and resume, with Accounting Operations Intern in the subject line, to: hr@literacymn.org.
- In cover letter, please specify if you are interested in any of the special responsibilities/projects described above. Please also indicate if you have experience with Adobe Pro.
- Position is open until filled, with priority given to applications received by Friday, July 21, 2023.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.