



Education | Healthcare | Public Services

NOTICE OF OPEN POSITION

April 1, 2025

Job Title:	Summer Intern	Supervisor:	Director & Deputy Director, Accounting
Department:	Accounting & Finance	Salary:	\$18/hour

The AFT is a union of professionals that champions fairness, democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do.

Position Summary: The Accounting and Finance summer interns will assist with various accounting and finance-related tasks, particularly supporting the organization's accounting software conversion and implementation. This role will offer hands-on experience in financial operations, auditing, and compliance, providing valuable skills in accounting analysis, financial reporting, and software transition processes.

Job Responsibilities

- Conducting data scrubbing and research to ensure accurate financial records during the transition.
- Assisting in the review, analysis, and reconciliation of general ledger accounts to support month-end, quarter-end, and year-end financial reporting.
- Preparing detailed account schedules for the annual financial audit and tax filing.
- Supporting accounts payable (AP) and accounts receivable (AR) processes to maintain financial accuracy.
- Reviewing and updating the Accounting Policies and Procedures Manual in coordination with team managers.
- Assisting in reviewing data for LM filing and ensuring compliance with financial disclosure requirements.
- Preparing and documenting training procedures, presentations, and policies to improve financial transparency within the organization.

Primary Knowledge, Skills and Abilities:

- Team player with strong organizational skills and exceptional attention to detail
- Strong knowledge of Microsoft Word and Excel
- Self-starter who is able to work independently

Application requirements: Successful candidates should be enrolled in an undergraduate or post-graduate degree program, with at least two years of accounting coursework completed at an accredited college or university. Interest in non-profit organizations preferred.

Applicants should submit a cover letter and resume to human resources via the following link:
<https://secure7.saashr.com/ta/6203756.careers?ShowJob=520604647>

Additional Notes: The AFT believes that a culturally diverse workforce advances our mission, and we strongly encourage applications from under-represented communities of workers.

The AFT is a place-based employer. Summer interns are expected to report to the AFT headquarters office.

AFT is an equal opportunity employer.