

Position Title: Accounting intern
Location: Chico, California
Salary/Rate: Part-time, \$18/hr
4-8 hrs per day / 4-5 days per week
Reports to: CFOO



Organizational Summary: River Partners is a private, nonprofit California corporation with offices in Chico, Sacramento, Turlock and San Diego. River Partners' mission is to create wildlife habitat for the benefit of people and the environment. We are a project-focused company that believes in the power of demonstrating environmental improvement through large-scale river restoration and empowering others through partnership and collaboration.

We are looking for a driven Accounting Intern with understanding of accounting principles who is ready for an immersive, real-world experience. Under the supervision of our staff, the Accounting Intern can expect to learn more about cost accounting and inventory management and assist with other accounting activities. You should be a motivated team player who can maintain efficiency and accuracy when multitasking.

To be a strong candidate for an Accounting Internship, you should possess an understanding of accounting principles and a positive attitude. You should be collaborative, trustworthy, receptive to feedback, and eager to learn.

Accounting Intern Responsibilities:

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete accounting records.
- Working with excel spreadsheet (use of spreadsheets, graphing, tables, calculations, reporting and automation efficiently to process large quantities of data.)
- Handling sensitive or confidential information with honesty and integrity.

Knowledge Skills and Abilities:

- Knowledge of general office procedures.
- Knowledge of grammar, spelling, and punctuation.
- Knowledge of accounting principles.
- Knowledge of computers, including MS Word and advanced Excel, Access.
- Ability to read, understand, and follow oral and written instruction.
- Ability to establish and maintain effective and professional working relationships with employees and the customers.
- Ability to develop feasible realistic solutions to problems, recommending actions designed to prevent problems from occurring.
- Show good judgment in identifying and handling confidential information.
- Knowledge of cost accounting and inventory management helpful

Qualifications:

- Recent graduate of accounting, business, economics or relevant degrees, or in the process of completing a relevant degree.

- Experience MS Word, Access, advanced Excel abilities/skills and 10-key required
- Driver's license with no restrictions.

To learn more about River Partners leading approach to restoring California ecosystems, please visit our website: <http://riverpartners.org>

To apply email your resume & cover letter to:
jobs@riverpartners.org, Subject: Accounting Internship

River Partners is an Equal Opportunity Employer.

River Partners is an Equal Opportunity/Affirmative Action (EEO/AA) Employer. All qualified applicants will receive consideration without regard to race, color, national origin, sex, sexual orientation, genetic information, gender identity, religion, age, status as a protected veteran, status as an individual with disability, or any other protected group status or non-job related characteristic as directed by law.