



Accounting

Open Heart Leaders Nonprofit Organization

Sector: OHL Build

Program: OHL Internship Program

Type: Internship

Organization Description:

Open Heart Leaders is a 501(c)3 charitable nonprofit organization that dedicates itself to serving marginalized, underserved communities. It is the vision of our organization to help people from diverse backgrounds in any way possible. We strive to help align the head and heart to maintain healthy relationships within one's physical, spiritual, and emotional self. The qualified candidate for the Accounting Internship will work directly with the CEO and the financial planning team to maintain financial records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Working with bookkeeping software such as Quickbooks.
- Handling sensitive or confidential information with honesty and integrity.
- Learn how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
- Take on additional tasks or projects to learn more about accounting and office operations.

QUALIFICATIONS AND SKILLS:

Education & Experience:

- Currently studying or already completed a degree in Accounting, Finance, or a related field
- One year of accounting experience
- One year of billing experience
- One year of quick books ex
- A resident of the San Diego area

Knowledge, Skills, & Abilities:

- Knowledge of Google Suite and Microsoft Office applications
- Knowledge of Intuit Quickbooks program
- Ability to handle sensitive and confidential information
- Ability to work well in a diverse team environment
- Solid critical thinking skills

VALUE-BASED BEHAVIORS:



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- Frequently practices active listening by asking clarifying questions to gain a better understanding of other people's views.
- Works effectively in a team environment and willingly cooperates with other team members.
- Promotes and advocates for honesty and integrity in one's own work as well as in that of others.
- Identifies and takes advantage of opportunities for personal and professional growth.
- Honors the private and confidential matters of coworkers, clients, and the organization overall.
- Follows rules, regulations, and policies while contributing ideas for implementing changes.

HEALTH STATUS:

- Must provide proof of a negative COVID-19 test prior to working onsite.

PHYSICAL DEMANDS:

Physical Demands:

- Must be able to sit for prolonged time periods in front of a computer screen

BACKGROUND CLEARANCE:

- N/A

TRANSPORTATION:

- N/A

PAY:

- Unpaid
- College credits may be arranged
- Work experience at an established nonprofit organization

TIME COMMITMENT:

- Minimum 15 hours per week
- A minimum of 6 months commitment

CONTACT INFORMATION:

Human Resource Department

858-256-6736

info@openheartleaders.org

www.openheartleaders.org

OFFICE LOCATION: Remote or Physical