**Accounting Clerk Intern**

**Job Description**

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PHIWM is looking for a Finance/Accounting intern to handle a wide range of important fiscal duties.

**Learning Objectives**

* Learn use of QuickBooks accounting software.
* Learn how to post accounts receivables and payables.
* Learn account reconciliation process.
* Learn nonprofit accounting practices.
* Develop team-based work competencies.
* Develop interpersonal skills in order to communicate with employees.
* Develop interpersonal skills in order to communicate with day-today business contacts.

**Requirements**

* Local college juniors and seniors with a 3.0 GPA or better.
* Ability to dedicate 10-15 hours per week to this intern program.
* Ability to follow directions and eager to learn.
* Major in Business, Finance, Accounting or Human Services

**About the Public Health Institute of Western MA**

The Public Health Institute of Western MA (PHIWM), providing skills, expertise and experience to create successful public health campaigns and sustainable system changes to improve health and well-being in the region.  Through partnerships, we build on community assets and build community capacity to positively impact social determinants of health. Our services include Research and Assessment, Coalition-building, Program Evaluation and Health Policy Development. PHIWM is a 501 (c) (3) nonprofit with a 20-member Board of Directors and relies on state, federal and private grants and contracts. PHIWM contracts with Baystate Health for Human Resources services. ﻿ For more details, visit [www.PublicHealthWM.org](http://www.PublicHealthWM.org)

**How to Apply**

Please send a cover letter and resume to info@PublicHealthWM.org for consideration to our internship program. Thank you.