

Job Title: Accounting Internship: QuickBooks Online**Position Type:** Internship**Description:** Assist Fremont Cultural Arts Council, a Fremont, CA non-profit organization to maintain accounting records in QuickBooks Online

- Enter cash disbursements and receipts.
- Prepare monthly financial reports for Finance Officer for monthly board of directors' meetings
- Prepare ad hoc reports upon request

Additional learning opportunities available using MailChimp, newsletter production, Google docs, Google drive, website maintenance – dependent upon applicant interest and skills.

Minimum skills required:

- QuickBooks – cash receipts, disbursements, customers, invoicing customers, reports; Online helpful, but Desktop version acceptable.
- Excel – basic; Filters, Pivot Tables, Subtotals, Graphs helpful but not required.
- English communication, both verbal and in writing
- Word – basic; Tables, Mailings, Mail Merge helpful but not required.

PowerPoint – helpful but not required

Work location: Fremont (but Work is done remotely)**Work hours:** 8 hours per month minimum; more dependent upon additional tasks accepted by intern.

Other: Volunteer position, but valuable experience learning from former Big Four CPA firm auditor, as well as opportunities for additional application learning. Good exposure to nonprofit organization, as well as how to communicate organizational financial results to management.

Interest applicants please apply to:info@fremontculturalartscouncil.org**Subject line: QBO Internship Application / MVROP****Contact:**

J. Gilson, President

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