



Position Finance Intern

Location Los Angeles, CA or Washington, DC

About RI: Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks a Finance Intern.

Position Summary:

The Finance Intern increases Relief International's accounting efficiency by assisting with bills and donations.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Increase RI's accounting efficiency
- Assist with preparation of financial reports
- Process bills and donations
- Maintain records of financial transactions
- Provide office support for Finance department as needed

QUALIFICATIONS & REQUIREMENTS:

- Professional demeanor
- Knowledge of Excel and basic accounting skills
- General knowledge of world affairs and international/intergovernmental institutions.
- Strong interpersonal skills and ability to work independently, as well as part of a team
- Ability to learn and adapt to a fast pace environment
- Willingness to work minimum of 15 hours; M-F flexible schedule
- Current enrollment in an undergraduate program related to Finance or Accounting preferred but not required; All majors and grades are encouraged to apply.

Salary: Unpaid internship, academic credit and monthly transportation stipend available

Application Procedure: To be considered for this position, please submit a cover letter, resume, 3 professional supervisory references, and your date of availability to intern@ri.org. Incomplete applications will not be considered. The email subject line should include the following: Finance Intern-LA or Finance Intern-DC.