

**Position Title:** Accounting Intern

**Department:** Finance

**FLSA Status:** Hourly

**Location:** Lincoln, Nebraska

**Reports to:** Director of Finance

**Date Created:** August 2019

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

**Position Summary:** The Accounting Intern will provide essential support and transparency for the financial activities of Catholic Social Services of Southern Nebraska.

**Essential Functions:**

- Import payroll transactions from third party software to general ledger.
- Export, spread, and import distribution transactions to and from general ledger.
- Import payroll accrual entries.
- Export and import sister corporation activities to related general ledgers.
- Prepare grant reimbursement submissions.
- Reconcile and balance general ledger activity.
- Prepare IRS Section 42 property income/asset verifications for review.
- Assist in monthly close of financials.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS' mission.
- Other duties as necessary.

**Preferred Competencies:**

- Communication; written and verbal
- Detail Oriented
- Teamwork
- Problem Solving
- Ethical
- Mission Driven

**Qualifications:**

**Proficiency in Quickbooks and Excel including pivot tables required.**

**Two years Business/Accounting education or experience preferred.**

**Must be knowledgeable about the Catholic Church and support its moral and religious teachings.**

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 15 pounds.

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by applicable Federal and Nebraska laws.

**Working Environment:**

While performing the duties of this job, the employee is primarily indoor working conditions. The noise level in the work environment is usually moderate

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