

Reporting Intern - Boston

ACCION USA is a private, nonprofit organization that provides microloans and other financial services to low- and moderate-income entrepreneurs who are unable to access bank credit for their small businesses. With economic opportunity, these entrepreneurs--often minorities and women--can build assets, better provide for their families, and strengthen their communities.

Job Description:

The primary responsibility of this position will be generating financial reports for board members, funders, and management. The position will involve a great deal of work in Excel, and attention to detail.

Responsibilities:

- Generate monthly Data File.
- Pull together monthly Portfolio Report using the Data File.
- Create Funder reports as needed.
- Assist in other information and reporting requests as they arise.
- There may be opportunities to assist in other Operations/Information Systems projects as time permits

Qualifications:

- Bachelor's degree in (or currently studying) Business, Finance, Accounting, or Economics
- Significant experience with Excel, including pivot tables and vlookup function
- Excellent attention to detail and thoroughness; able to consistently produce reports and financials free of errors
- Ability to prioritize work and meet competing, aggressive deadlines
- Ability to work both cooperatively and independently

Time Commitment: 20 hours per week

Start date: May 21, 2012

End date: May 24, 2013

** Only applicants who are able to commit to 20 hours/week for a full year will be considered for this position.

Application: Please send resume and cover letter to jobs@accionusa.org. Please specify "Boston Reporting Intern" in the subject line.

There is no stipend for this volunteer position.
