Girls Educational & Mentoring Services (GEMS) is a 501 (c)(3) non-profit organization whose mission is to empower young women, ages 12-24 years, who have experienced sexual exploitation and violence to exit abusive and unsafe lifestyles and to develop their full potential.

Job Description

GEMS is currently seeking an experienced, Bookkeeping Intern with bookkeeping experience to join its team. This is a great opportunity for a detail oriented individual to join a fast-growing nonprofit. The ideal candidate will have a passion for financial management, and a strong ability in accounting functions. The candidate will perform all aspects of financial accounting. Experience in nonprofit accounting is preferred but not required.
Girls Educational & Mentoring Services: Bookkeeper Internship

Tasks and Responsibilities

Responsibilities include but not limited to:

• Ensure data integrity, appropriate internal controls, proper accounting methodology, and adherence to internal and external reporting deadlines as related to general accounting functions.
• Manage the month-end and year-end close processes including bank reconciliations, accruals, prepaid expenses, receivables, and balance sheet account reconciliation.
• Maintain and record transactions to accounts payable, accounts receivable, and General Ledger.
• Development and maintenance of financial records, spreadsheets and files.
• Allocation of income and expenses to funds and projects.
• Manage government funding/contracts; prepare financial status statement reports as required, EFT voucher processing, and voucher/claims reports with specificity to each government funding source.
• Serve as initial point of contact during annual fiscal audit and ensure integrity of all preliminary reports including but not limited to Quarter end reports and financial statements.
• Prepare and assist in month end and year end closings, preparation of financial reports, cash flow statement.

How to Apply

Please email a cover letter and resume to our Fiscal department at resumes@gems-girls.org with “Bookkeeper Intern” in the subject line.

No phone calls please!

SURVIVORS AND WOMEN OF COLOR ARE ENCOURAGED TO APPLY!