Controller Internship

Summer 2019
Staten Island Historical Society at Historic Richmond Town

Historic Richmond Town was founded as the Staten Island Historical Society in 1856. The mission is to create opportunities for the public to explore the diversity of the American experience, especially that of Staten Island and its neighboring. This complex includes NYC’s oldest continuously working, family farm and two other historic sites - including one of the oldest original houses in the country. Over 100,000 annual visitors enjoy tours, educational programs, museum exhibits and special events.

Description
The Controller Internship is an opportunity for a person to gain educational non-profit experience in the area of finance in a professional team environment. Reporting to the Controller, intern’s duties will include:

The Controller Intern will assist in a variety of projects and responsibilities that may include:

- Analyzing data
- Data entry using Quick Books
- Check and verifying records
- Working with accounts payable, including processing invoices
- Processing income
- Filing

The intern will receive training in Quick Books accounting software.

Qualifications
Must be currently enrolled in or have completed an undergraduate degree – a focus on math or finances a plus. Intern should be organized and mature, respect confidentiality, have excellent attention to detail and be able to work independently.

The internship can be for course credit or to fulfill an academic requirement with arrangement from the college or university. The internship requires a commitment of 5 – 12 hours per week.

To Apply
Send your resume and cover letter to miatta[at]historicrichmondtown.org.
Please feel free to leave your name and address off your application but be sure to include a contact number and email.