



Accounting/Finance Intern with Changing Our World in New York, NY

Company Overview

You want to do more good in the world. So do we. We're **Changing Our World**. We're a team of social impact consultants committed to changing the world. Our team draws on our internal expertise across industries and challenges to create social good strategies. We help our clients meet fundraising goals, align their operations and organization with their vision, launch purpose-driven campaigns, design foundations and corporate social responsibility portfolios, and engage key audiences and stakeholders.

Job Description

We are seeking a **Part-Time Accounting/Finance Intern** to join our internal **finance** team in **New York**. Our ideal candidate is a current student or recent graduate with a concentration in Accounting/Finance or related field, who is very organized, detail-oriented, and comfortable managing multiple projects and tasks in a fast-based consulting setting.

The **Accounting/Finance Intern** will primarily focus on expense reports and corporate credit card transactions and collaborate with Changing Our World team members to compile, review, and submit expense data, file and organize receipts, and ensure compliance with expense guidelines.

Please note: the initial schedule for this role will be 1-2 days a week (8-16 hours weekly).

Key Duties and Responsibilities

- Process corporate credit card transactions.
- Process employee expense reports, ensuring appropriate back-up and approval to support expenses.
- Ensure employee compliance with expense guidelines.
- Ensure that expense report processing deadlines are met.
- File paid and unpaid invoices and statements.
- Perform other related work and ad hoc projects as assigned.

Qualifications

- Current student pursuing a Bachelor's or Master's degree in Accounting or Finance.
- Basic office computer skills.
- Strong organizational skills.
- Experience and/or comfort in managing multiple tasks and work streams.
- Strong attention to detail and follow-up skills.

How to Apply

- Please submit your resume via email to knoeva@changingourworld.com and put "**Part-Time Accounting/Finance Intern**" in the subject line.

We are an Equal Opportunity Employer. It is the policy of Changing Our World to provide equal opportunities for employment and advancement to qualified individuals without regard to race, color, religion, creed, national origin, sex, age, sexual orientation, marital status, disability or veteran status. No agencies, phone calls or faxes, please.