

## **Accounting Internship Oakland, CA**

### **Organization Overview**

Coaching Corps (CC) was founded in 2002 with support from the Evelyn and Walter Haas, Jr. Fund, the Robert Wood Johnson Foundation and the San Francisco Foundation. Since its inception, Coaching Corps seeks to use sports and the power of coaches as vehicles for transformative change for youth in underserved communities. To date, we have placed close to 7,000 coaches with hundreds of afterschool sports programs, serving over 100,000 youth in underserved communities across the country. By making trained, caring coaches available to established community partners, Coaching Corps coaches help create safe, structured environments that promote character-building, encourage an active and healthy lifestyle, and cultivate positive relationships with peers and adults. Coaching Corps currently operates across the country and has an ambitious goal to coach 65,000 kids annually.

For more information, please visit [www.coachingcorps.org](http://www.coachingcorps.org).

### **Position Overview**

Coaching Corps' accounting department is offering an unpaid student internship starting January 9, 2017 on a part-time basis through the academic year. The internship program will provide the student with relevant skills in a variety of accounting functions via on-the-job training.

### **Key Responsibilities**

- Assist with general accounting month-end and year-end closing procedures
- Reconcile general ledger accounts
- Provide clerical support with employee payroll and benefit database
- Complete special projects as needed and other duties assigned

### **Requirements**

- Must be actively enrolled in an undergraduate program at an accredited local College, with a major in Accounting or Business.
- Proficient in Microsoft Office applications (Excel, Word, and PowerPoint).

- Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment.
- A high level of integrity, accuracy, dependability, enthusiasm, and confidentiality.
- Position will require a minimum of 18 hours and a maximum of 21 hours per week.

### Time Commitment

Hours of operation are 9:00am to 4:00pm Monday through Wednesday. Internship hours are flexible.

### Benefits

- Receive direct supervision from the VP of Finance
- Build Resume and explore career options
- Apply skills and knowledge to the workplace
- Upon successful completion of internship, will be provided with letter of recommendation

### How to Apply

Please send a PDF of your resume and cover letter to Ann Truong, VP of Finance. Direct your email to [annt@coachingcorps.org](mailto:annt@coachingcorps.org) with "Accounting Internship" in the subject heading. Extra points if you share an example of when it is appropriate to use VLOOPUP or Pivot Table.

Coaching Corps is proud of its family-friendly, healthy, and engaging work environment. We are an equal opportunity employer that values the diversity of its staff, partners and constituents. Minority candidates are strongly encouraged to apply.