



JOB DESCRIPTION

Job Title:	Accounting Intern
Hours per week:	20 hrs
Supervise Responsibility:	None
Regular Hours Worked:	Internship
Access to Confidential Information:	Yes
Working Conditions:	General office work, sitting

Holistic Elevation LLC Values are embodied in the following statements:

Our core values are simple and effective strength-based strategies that help students cultivate respect, responsibility, empathy, resiliency, authentic self-esteem and self-confidence. Hence, creating caring atmospheres in classrooms, homes, communities, and workplaces. Our goal is to build motivation and create changed minds and behaviors. We abide by our:

***ONE FAMILY POLICY:** we accept diversity and highly encourage inclusion. We view our clients as members of one family wishing to develop themselves and their communities. We place them in high esteem regardless of what they bring to the table.*

- 1.Accountability & Responsibility:** We take personal responsibility for our life choices, our actions and growth. We are responsible for ourselves and those around us.
- 2.Community & Service:** We strive to empower ourselves and those around us to do things that make a difference. We believe by expressing compassion, consideration and kindness to students, friends and strangers alike will help build a community of love and empathy.
- 3.Excellence & Education:** We give our best at any task we do, we continuously strive to increase our knowledge, and set high goals that are committed to improving the quality of life for others.
- 4.Integrity:** We aspire to live by examples, with the highest standards of honesty, universal morals and behavior; We never compromise our values and always act in the best interest of others through equity and justice.
- 5.Collaboration:** We respect each other, and we thrive on our diversity to influence our universal love in making a difference.
- 6.Creativity:** We are open to new ideas, we embrace change, and we take disciplined risks to develop sustainable solutions.

JOB SUMMARY:

To provide financial leadership in key operational areas with special focus on daily accounting activities, financial policy and management, long-term financial planning and responsive delivery of information technology services. Works closely with the Leadership to establish and meet long-range financial goals. Reports to and supervised by Founder.

C. RESPONSIBILITIES:

1. Financial Operations:
 - Oversee all financial transactions and financial reporting for Holistic Elevation

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- LLC, including bank reconciliations, check approval and monthly reporting.
- Responsible for preparing routine financial reports, developing and monitoring annual budgets, and performing routine and ad hoc analysis of financial data in support of management's needs.
 - Manages daily accounting functions needed to support monthly activities, including processing of insurance billing for services rendered.
 - Prepares and oversees financial statement preparation process.
 - Manages organizational cash reserves.
 - Maintenance of monthly contracts and grant reporting.
 - Submit and track payroll, and function as liaison with payroll processing company.
 - Leads internal audit processes and effectively manages relationships with outside audit firm.
 - Maintains banking and financial investment relationships.
 - Assures the organization is in legal compliance with all state and federal laws regulations and filings.
 - Manages maintenance of all accounting records and information systems on all aspects of Holistic Elevation LLC financial operations; advises as to and creates new systems, when necessary.
 - Ensures communication with staff as to compliance with sources' requirements and preferences.
 - Requires/promotes staff participation in overall agency activities.
 - Maintains current knowledge of all agency policies and procedures and assures staff compliance.
 - Assures consistent, high-quality customer service to clients, volunteers, members and the public.

2. Budget Management:

- Plans and implements departmental activities to maximize efficient use of resources.
- Projects budget needs and works with Founder, and specified staff, to develop Agency's budget. Monitors revenues and expenditures in accordance with budget.
- Develops budget revisions as required.
- Assist in bookkeeping, medical billing personnel and receptionist.
- Provides continual feedback to Founder to assess and revise policies, procedures and planned activities.
- Provides Leadership with monthly reports on financial activities and provides other information as requested.
- Engages with lead staff in the development of department budgets.

3. General Management Role:

- Collaborates with Founder to identify and implement overall agency goals, objectives, priorities and policies.
- Monitors departmental success, challenges and new areas of opportunity for agency action.

4. Human Resources

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- Fulfills responsibilities including account receivable and payable.
 - Monitors benefits
 - Oversees personnel records
5. Performs other duties as assigned.

QUALIFICATIONS:

The Accounting Intern position requires a person of high-energy, integrity and dedication to the mission of the organization. The individual will assist in directing the organization towards its primary objectives based on profit and return on capital.

S/he must bring:

1. Willing to increase understanding of accounting and financial data with the ability to creatively analyze problems based on available information.
2. Develop knowledge and have basic knowledge in accounting software.
3. Gaining a bachelor's or master's degree in Accounting;
4. Demonstrated ability to think strategically;
5. Willingness to work hands-on, multi-task and optimize use of technology;
6. Willingness to strengthen organizational, management and interpersonal skills;
7. Strong written and oral communication skills.
8. Gaining Bachelor's Degree or Master's Degree in Accounting.

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