



**Job Title: Intern - Finance and Administration**

**Dates: August – December 2021**

**Hours: Up to 30 hours/week - 26 weeks**

**Reports to: Director of Product Procurement**

**About Delivering Good Inc.:**

Delivering Good, Inc. is the charity of choice for new product donations made by hundreds of companies in the fashion, home and children's industries. Donating new merchandise provides these companies with a simple and effective way to help people in need. Founded over 30 years ago, Delivering Good is a 501(c)(3) nonprofit organization that unites retailers, manufacturers, foundations and individuals to support people affected by poverty and tragedy nationally and abroad. Since 1985, over \$2 billion of apparel, accessories, shoes, home furnishings, toys, books and other useful items have been distributed through our network of community partners. The annual operating budget of Delivering Good is approximately \$3.8 million.

**Job Description:**

We are looking for bright, creative and hard-working individuals who have a passion for community service and social justice to help support our finance and administration work for Delivering Good. The office of the Chief Financial and Administrative Officer (CFAO) is responsible for accounting, financial operations, financial reporting, human resources, facility and technology for the organization.

**This position will provide support to the CFAO with the following duties:**

- Prepare journal entries for revenue, investments and accrued expenses.
- Prepare monthly financial reports with variance analyses.
- Perform monthly general ledger (GL) account reconciliations.
- Assign accounting codes invoices.
- Perform vendor history inquiries.
- Assist with annual revenue and expense budget preparation.

**Required Skills:**

- Microsoft Excel and Office applications, good financial analytical capability. Accounting class completion.

**Good skills to have:**

- General understanding of nonprofit organizations and accounting.

**Compensation and benefits:**

- Compensation: \$15/hour; up to 30 hours per week

To apply, please submit your resume, together with a cover letter describing your interest in the position, to [hr@delivering-good.org](mailto:hr@delivering-good.org), with the subject line: Finance and Administration Intern.

*Delivering Good is committed to a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*