

Learn and Earn- Systemic Flow Accounting/Human Resources Internship

Anticipated Start and End Dates:	June 15 - August 28
Job Address:	Work from Home
Hours Per Week:	20-22 (240 total hours for the internship)
Preferred Days of Week:	Monday - Fridays with some Saturdays
Work Hours:	Varies
Pay Rate:	\$18/hour
Internship Class:	INT-299 Internship Course taken during Summer 2020

Organization Overview:

STEM careers provide exciting opportunities for breaking the norm and offering upward mobility and economic security to women and minorities. At sySTEMic flow, we plan to supplement girls with access to prerequisite courses in their STEM track and connect them with other leaders in the field which will give our students the educational tools that will open doors to collegiate and employment opportunities in the STEM field. Our long-term impact is to increase STEM diversity and have women of color be the forefront leaders in these industries and improve economic opportunities for minority women.

Job Description:

Human Resource Responsibilities:

- Assist with developing HR handbook and research training for new hires
- Design materials and workshops for training presentations

Accounting/Finance

- Bookkeeping: Use QuickBooks regularly to process and record all financial transactions, including invoices, check writing, donations, etc.
- Assist with financial reporting and analysis
- Budget monitoring and comparisons and Reforecasting
- Assist with Accounts Receivable and Account Payable activities
- Assist in developing, implementing, modifying, and documenting record keeping and accounting systems
- Assist in preparing forms and manuals for accounting and bookkeeping personnel
- Research Assist in computing taxes owed and preparing tax returns, ensuring compliance with payment, reporting, or other tax requirements

Database/Administrative Performance

- Create and implement database with school contact information, STEM corporations, grant/corporate social responsibility funding for for-profit social enterprise organizations and math teacher contact information
- Assist with grant writing

Basic Qualifications:

- Must be currently enrolled or graduated in Accounting, Business, Finance or MBA, Human Resource, Business Administration and related areas.
- Must be a self- starter with a good work ethic

- Must have great communication, time management and organizational skills
- Proficient in Word Excel, PowerPoint and strong internet and research skills
- Must have the ability to maintain confidentiality of all aspects of job responsibilities

Desired Qualifications:

- QuickBooks knowledge a plus, but not required
- Highly organized with exceptional attention to detail
- The ability to work individually as well as with a team
- Ability to adapt to change and balance competing demand
- Possess a can-do attitude and the desire to learn, grow and have fun
- Self-motivated with the ability to take initiative, prioritize tasks effectively, and resolve challenges independently
- Strong technical aptitude with enthusiasm to learn new systems
- Interest in business and social change

To Apply:

Go to GradLeaders and apply today! <https://bhcc.edu/gradleaders>

Questions?

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