

Finance Accountant Traineeship Program

Partners of the Americas is a non-profit, non-partisan organization that for more than 50 has been bringing together people, organizations, and expertise to develop lasting solutions to our hemisphere's toughest challenges. Partners' International Office is located in Washington, DC and is currently looking for enthusiastic students to participate in our 2018 Traineeship program to assist our Accounting/Finance team. The expected engagement for the traineeship program is one calendar year. In certain circumstances one academic calendar year (ex. September –May) will be approved. This traineeship is paid and the compensation rate will be determined based on prior experience and education.

Requirements

Rising Senior or Graduate Student currently pursuing a bachelor's or Master's degree in accounting from an accredited four-year college or university with a minimum 3.0 GPA, and have the following skillset:

- Demonstrate the ability to work independently and as part of a team and have an impeccable work ethic.
- Demonstrate the ability to collaborate, including a willingness to go above and beyond to help the team achieve goals, solicit others' perspectives, share knowledge, and participate in activities that support diversity and inclusion.
- A demonstrated eagerness to learn and take on new challenges, including openness to direction and feedback and a willingness to ask questions.
- The ability to take ownership and be creative and solutions-oriented when encountering challenges that don't have obvious answers, and to be resilient when things become difficult.
- Great attitude towards confidentiality and ability to use discretion when discussing Finance, especially within the Partners office, is of the utmost importance.
- Legally eligible to work in the U.S., or qualified to be sponsored under a J-1 visa program*

In addition, candidates should have demonstrated ability to work independently and be a team player; possess good time management; be able to set priorities; be enthusiastic, energetic, and flexible to undertake multiple tasks.

Scope of Work

- Support our Finance and staff in its core functions and day-to-day operations
- Perform data entry and import into our accounting software (Sage)
- Create and process check and wire requests, issue and distribute A/P checks
- Audit and payment of staff and volunteer expense reports
- Distribute incoming mail and process of incoming monies, bank deposits
- Process travel invoices and create distribution reports
- Track volunteer travel insurance enrollments and create monthly/quarterly reports
- Reconcile corporate credit cards
- File and organize Finance Office documents
- Assist with maintenance of office, facilities, equipment, and supplies
- Assist with the 2018 year audit
- Assist with projects as requested, such as budgets or benefits research
- Attend monthly Finance check-in meetings with programs and administrative departments
- Other tasks depending on need, availability, and interest

*Partners is able to be a host organization for J-1 trainee visa, however the trainee is responsible for all associated costs.

An important reminder: As a representative in this office the students will have access to sensitive information and may be involved in discussions or have knowledge about issues not available to other staff. Maintaining confidentiality and using discretion when discussing Finance, especially within the Partners office, is of the utmost importance.

Interested candidates must submit a resume and cover letter via our online application at <http://www.partners.net/jobs>. Only finalists will be contacted.