**Accounting Intern** is responsible for supporting the work of the Episcopal Diocese of West Texas and its congregations by assisting in the accounting department. This position will assist with day to day work among our three entities: Episcopal Diocese of West Texas, Episcopal Church Corporation, and Episcopal Church Foundation. This position reports to and will be supervised by the Director of Finance. The internship will be in-person only; candidates must be able to commute to the diocesan office in San Antonio.

**Responsibilities**

* Prepare monthly invoices
* Work with database to prepare IRS letters for donors
* Maintain and prepare Texas Sales Tax refund documentation
* Prepare Journal Entries for Quarterly Fair Market Value Statements
* Assist with weekly payables
* Maintain accurate record of immigration and refugee work for diocesan expenses and for grants
* Special Projects as assigned

**Skills Required**

* Computer proficiency (Email, Microsoft Office)
* Accurate data recording / entry / reporting
* Collaboration ability
* Excellent written and verbal communications
* Organization
* Critical Thinking & Attention to Detail

**Learning Objectives**

* Gain knowledge and experience in entry level accounting
* Gain experience in nonprofit operations

**Work Environment**

* Physical lifting of 30 pounds or less
* Sitting for extended periods
* Open door offices and collaborative spaces
* Computer use for extended periods
* Lighting of both natural and florescent
* Gathering / walking spaces

**Part-Time Intern Salary and Benefits**

* Pay: $18 hourly
* Up to 19 hours per week

**Additional Details**

Accurate timesheet documentation with weekly submission to Director

To apply, submit a resume to [anna.tarver@dwtx.org](mailto:anna.tarver@dwtx.org)