



## Accounting/Finance Internship

**Position:** Accounting/Finance Internship opportunity with the Sacramento Hispanic Chamber of Commerce. Candidate must be able to work a minimum of 15 hours per week. ***This is an UNPAID internship.***

The Sacramento Hispanic Chamber of Commerce is a membership based organization seeking an Accounting Intern to assist the Chamber staff with maintaining accounting document files, performs accounts receivable duties, performing internal auditing, and reconciliation. This is an exciting opportunity to gain exposure and to network with community and businesses leaders in the Sacramento Region.

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### ESSENTIAL FUNCTIONS AND BASIC RESPONSIBILITIES

- Perform assigned accounting and related clerical support functions;
- Work with staff on accounts receivables, invoices, and check/online payments recording;
- Research, track, and resolve (or properly refer) accounting or documentation problems and discrepancies; and
- Complete special projects and other assigned duties as needed.

### REQUIREMENTS

- Completion of two years of college accounting/finance coursework. Applicable work experience accepted;
  - Proficient in Microsoft Office applications (Excel, Word, Power Point, and Outlook), and QuickBooks;
  - Strong technical, organizational, and professional skills in addition to excellent written and verbal communications skills;
  - Ability to perform basic math skills, use decimals to compute ratios and percents, and to draw and interpret graphs.
  - High level of integrity, accuracy, enthusiasm, and confidentiality;
  - Position requires a minimum commitment of 15 hours per week; and
  - Attention to detail, the ability to multi-task, prioritize, and excellent communication skills are essential to this position.
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### To Apply

To apply, please email a resume and cover letter to: [info@sachcc.org](mailto:info@sachcc.org).

To find out more about the Hispanic Chamber, please visit [www.sachcc.org](http://www.sachcc.org).

For further information about internship and volunteer opportunities please contact Juan P. Garcia, Office Coordinator at 916.486.7700 or [Juan@sachcc.org](mailto:Juan@sachcc.org).

*The Mission of The Sacramento Hispanic Chamber of Commerce is to maximize members' business success through networking, advocacy and education. Founded in 1972, the chamber has worked diligently to promote business, industry, commerce and culture within the Sacramento region and to enhance relationships between Latino businesses and the community. Today, with a membership close to 600, the Chamber is still committed to the same goals set forth 40 years ago.*