



## INTERNSHIP DESCRIPTION

<b>Job Title:</b>	<b>Accounting/HR Internship</b>
<b>Classification:</b>	<b>Hourly, Non-exempt</b>
<b>Compensation:</b>	<b>\$15-\$20/hour depending on the experience</b>
<b>Schedule:</b>	<b>Up to 20 hours per week</b>
<b>Reports to:</b>	<b>Vice President, Finance and Operations</b>

### ORGANIZATIONAL SUMMARY:

Asia Society Texas Center believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

### POSITION OVERVIEW:

As an Accounting/HR intern, you will work closely with the Accountant and VP of Finance to assist with daily business operations within a professional office environment. With training and supervision, you will learn about the financial and human resources operations of a nonprofit organization, including an ongoing capital campaign project, with opportunities to enhance your skillsets, gain practical, hands-on experience prior to graduation, and develop new professional relationships.

### RESPONSIBILITIES:

Using QuickBooks accounting software, perform all aspects of accounting function in a timely manner, including:

- Assist with recording credit card transactions.
- Get timely approval and process Accounts Payable.
- Help maintain financial files per archival policy in an organized manner to ensure institutional capacity.
- Assist Accountant to prepare financial reports for grants, annual report and other reports, as needed.
- Assist Accountant, VP of Finance & Operations, President, and department heads with the yearly budget.
- Maintain general ledger QuickBooks and petty cash account.
- Assist with invoices and receipts for all the program and fundraising initiatives, and outstanding receivables for all of the Center's activities.
- Assist with contracts with other businesses; evaluate and monitor vendor relationships.
- Assist Accountant to prepare annual 1099.

Other duties:

- Assist with job postings, interviews, and processes for onboarding and offboarding.



- Assist with maintaining and tracking staff timesheets and PTO.
- Collaborate with designated staff in the areas of volunteer and internship recruitment and management.
- Other duties as assigned by VP of Finance & Operations.

#### **QUALIFICATIONS:**

- Pursuing BBA in Accounting or Management or MBA.
- 1-2 years related experience in accounting and payroll.
- Must be extremely detail-oriented, resourceful, and a team player.
- Must be able to multi-task and problem solve.
- Strong computer skills required: must have experience with QuickBooks; fluency with Microsoft Office, especially Excel (high-intermediate level); familiarity with Raisers Edge and other not-for-profit accounting tools are especially desirable.
- Familiarity with not-for-profit accounting concepts would be desirable.
- Familiarity with Asian affairs/culture preferred.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

#### **RELOCATION:**

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

#### **HOW TO APPLY:**

Please submit application here: <https://airtable.com/appNZy0XgLZ8KZ9Qk/pag5q7dSbFzUqDoPu/form>

*Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide a current reference and complete a background check.*

*We strongly encourage applications from BIPOC, LGBTQIA+ and nonbinary people, disabled people, members of religious minorities, and any other underrepresented groups. Asia Society Texas Center ensures that all staff and volunteers working with students are trained in safety protocols and follow conduct guidelines.*