



Clean Lakes Alliance - Accounting Internship

Looking to broaden your skillset and build your resume? Work closely with Clean Lakes Alliance professional staff to support accounting and business function as an **Accounting Intern**.

On a daily basis, interns will help professional staff coordinate the business and accounting function of the Clean Lakes Alliance. This may include the normal preparation and entry of transactions in a fast-paced non-profit environment. Duties may also include analysis of receipts, expenses, payables, and receivables, as well as a variety of reconciliations of accounts. It will provide broad exposure to non-profit business environment.

Interns may also interact with our donors and vendors, sit in on community meetings, and support out-of-office events like our lake science café, fundraising events, and educational programs.

To apply, please send a resume and letter of interest to internships@cleanlakesalliance.org. Please see cleanlakesalliance.org/internships for application deadlines for fall, spring and summer semesters. Depending on openings, we may also accept prospective interns on a rolling basis.

About Clean Lakes Alliance

Clean Lakes Alliance is a 501(c)3 non-profit organization devoted to improving the water quality of lakes, streams, and wetlands in the Yahara River watershed. Working closely with government agencies, residents, farmers and local businesses, we envision a future in which everyone sees our lakes as the center of the community.

Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all backgrounds to apply. To learn more about our work and values, please visit cleanlakesalliance.org.

Primary Duties and Responsibilities

The Accounting Intern will provide support including but not limited to:

- Entry of receipts and invoice transactions in Quickbooks Online
- Assist in preparation of checks and charges received for entry and deposit.
- Assist in distribution of vendor payments.
- Assist in reconciliation of donor records between donor software and Quickbooks.
- Filing of accounting support records
- Analysis of Accounts Payable and Accounts Receivable, and expense history
- Other data entry, including time-tracking spreadsheets
- Provide logistic support at events

Required Skills

- Strong computer skills with Microsoft Office programs (especially Excel)
- Familiarity with computer accounting software (particularly Quickbooks)
- Strong organizational and communication skills

- Experience working with the business community
- An interest in protecting local lakes and waterways and in learning the accounting support functions in a non-profit environment

Required Experience

- Currently pursuing an accounting or business administration degree

Work Environment and Hours

- 8-16 hours per week with occasional evening and weekend work that generally corresponds with Clean Lakes Alliance-sponsored events.
- Availability for 3-4 hour minimum work shifts desired
- Most work is performed in a small, open office environment, with occasional off-site work during the coordination of watershed programming and engagement events.

Compensation and Benefits

This position is unpaid or for-credit, with the potential to move into a paid position on a performance or as-needed basis. Please work with your academic advisor to set up any class-credit arrangements.

Job Location

Verex Plaza: 150 East Gilman Street, Suite 2600 Madison, Wisconsin
On bus line and short walk or bike ride from UW-Madison campus.