



## **Baltimore County Department of Aging**

### **Intern Job Description**

**Job Title: Accounting Intern**

**Location: Parkville Senior Center**

**Dates of Service: Monday through Friday (varies)**

**Time Commitment: 8:30 a.m. to 3:30 p.m. (varies)**

**Supervisor: Jill Hall, Division Chief**

#### **Summary of Position:**

Individuals who have entered into an accounting internship will develop a training that can be held annually to show new treasurers and assistant treasurers how to use accounting software, how to properly enter financial transactions, explain their fiduciary responsibility and stress the importance of financial transparency and accountability. The accounting intern will also assist the 501c3 senior center council executive boards, and primarily the treasurer and assistant treasurers, with correctly entering accounts and data into their financial software programs (usually QuickBooks), preparing 990 tax forms, and preparing for audits.

#### **Objectives of Internship:**

At the conclusion of the internship, the intern will have/will be:

- Prepared a sustainable financial training that can be used annually to train the new treasurers and assistant treasurers on their fiduciary responsibilities and proper accounting practices.
- Given an overview of the Senior Centers Division and the Department of Aging
- Able to interact with older adults in a meaningful and positive way

#### **Qualifications and/or Skills Desired:**

- Interested in working with senior adults
- Creative
- Flexible

- Excellent customer service skills
- Good computer skills, including Microsoft Word, Excel, Publisher, and PowerPoint and Quick Books
- Good listening and communication skills
- Organized

**Certifications (helpful but not required):**

- CPR, AED and First Aid