



Shape your financial future.
Shape *the* future.

POSITION: Accounting Intern

LOCATION: Primarily remote work, client and team meetings in the Greater St. Louis are required

HOURS: Part-time, 30 hours per week in the summer, 5-10 hours per week during academic year

SALARY: \$17 per hour

SUPERVISION: Reporting to Founder and Chief Executive Officer

IN THIS ROLE, YOU'LL:

- gain exposure to non-profit organization accounting, working closely with a CPA
- use Quickbooks Online and have the opportunity to become QBO Certified
- ensure timely and accurate execution of day-to-day client accounting tasks, including verification and posting accounts payable, accounts receivable, and payroll
- communicate with client staff to obtain necessary documentation to support transactions
- perform month-end close procedures including reconciliations and posting journal entries
- assist the CPA in preparing financial statements and analysis
- work closely with nonprofit Executive Directors
- perform miscellaneous administrative duties as needed

WE'RE LOOKING FOR SOMEONE WHO:

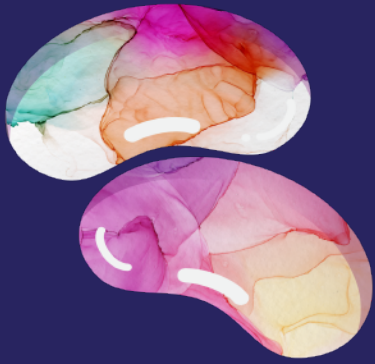
- has a minimum 3.5 GPA in a bachelor's degree program for accounting at an accredited college/university
- has basic proficiency with Microsoft Excel and Word
- is dependable, detail-oriented, tech-savvy and trustworthy
- knows how to manage their time and prioritize tasks
- can work independently and identify potential solutions to problems
- is authorized to work in the United States and does not require work authorization sponsorship by our company for this position now or in the future

ADDITIONAL DETAILS:

- We provide Quickbooks Online Training
- Direct reporting and supervision by a CPA with mentoring and coaching opportunities
- Quarterly Team meetings with staff to discuss client issues and company updates

TO APPLY:

- Submit Cover Letter, Resume and Transcript to Job #8133714 on Handshake



GASCON CFO

SHAPE YOUR FINANCIAL FUTURE

So nice to meet you.

At Gascon CFO, we work exclusively with nonprofit organizations to help simplify complex, time-consuming financial tasks so they can do what matters most - their mission-driven work that is shaping our collective future.

Our Services

- **Accounting:** We prepare monthly financial statements and participate in the annual budgeting process to provide our clients sound financial guidance. We also help them forecast revenues and expenses.
- **Bookkeeping:** We manage accounts payable and receivable, record bank deposits and payroll transactions and reconcile bank statements for clients.
- **Audit Preparation:** We prepare schedules needed for audits and reduce the burden for our clients by pulling together requested data and serve as the point of contact.
- **Grant Tracking:** We create accurate records of spending and receipt tracking for grants and provide clients necessary documentation to complete grant reporting to funders.

Our Founder + CEO, CPA



Amy has over fifteen years of experience in accounting and auditing roles. She has the unique ability to apply processes learned at large corporations to her client's nonprofit organizations. Amy began her career at a big four accounting firm and is passionate about providing nonprofits with industry best services.

Amy founded Gascon CFO in 2016 and her commitment to operating a small-scale firm keeps her clients at the center. Our well-integrated, centralized team ensures clients have clean books and easy audits.