



Finance Department Support Internship
Based in Waltham, MA
15 hours per week

Overview of Alzheimer's Association

Founded in 1980, the mission of the Alzheimer's Association, Massachusetts/New Hampshire Chapter is to eliminate Alzheimer's disease through the advancement of research, to provide and enhance care and support for all affected, and to reduce the risk of dementia through the promotion of brain health. The Association operates out of its main office in Waltham, with regional offices in Springfield, Worcester, and Raynham, MA, and in Bedford, NH.

Responsibilities:

As we continue our transition to new finance and operating systems, the Alzheimer's Association, MA/NH Chapter is seeking a college intern, with some accounting knowledge and technical skills, to work with our Senior Accountant in meeting the demands of our monthly and budget cycles to:

- Assist with posting of transactions to the accounting system, including but not limited to posting of A/R invoice entries and other regular monthly journals.
- Prepare deposits of all daily revenue receipts, including copying of checks and supporting documentation.
- Work with staff from various departments when questions arise concerning receipt and/or classification of incoming revenue.
- Maintain and organize electronic filing systems for the Finance Department
- Upload and download reports from Sage 500 and facilitate allocations to revenue sources, etc. using Excel.
- Assist with budget posting in Sage 500 BI360 module.
- May also be assigned to perform monthly bank statement reconciliations.

Qualifications:

- Working knowledge with Excel
- Some experience with accounting software
- Outstanding attention to detail
- Eager to learn and teachable
- Team player willing to take on diverse responsibilities.

To apply, please email a cover letter and resume to volunteersmanh@alz.org