



## MUSLIM WOMEN'S ORGANIZATION

### Position Description

### **Bookkeeping Intern (part time, non-paid)**

#### **Job Summary**

A Bookkeeping Intern at the Muslim Women's Organization will handle General Accounting, internal transactions, client accounts, financial reports, Accounts Payable, Accounts Receivable, and Revenue Accounting. The intern will be highly motivated, organized and develop multi-tasking abilities.

#### **Organization Overview**

The Muslim Women's Organization's mission is to provide Muslim women the opportunity to enrich their lives through community service, outreach, and personal development. By empowering women today, we invest in a better tomorrow, for all. By providing leadership training and doing outreach to (relevant) communities, we believe that the Muslim women of Central Florida will be more empowered and enjoy greater gender equity.

#### **Inclusion and Teamwork**

The Muslim Women's Organization (MWO) is a small nonprofit with 1 full-time employee, 1 part-time employee, a board of directors, and volunteer project managers. Volunteers and interns are not just observers in our organization, but an integral part of everything we do.

#### **Build Life-long Skills**

At MWO, we focus on building skills that you can apply for a lifetime, including: communication, leadership, presentation, project management, resiliency, and personal flexibility. Through meaningful work, interns will:

- Learn how to think critically and act logically to solve problems and make decisions
- Use computers, technology tools and information systems effectively
- Build leadership skills through taking ownership and responsibility of projects
- Learn how to develop a positive attitude toward change

#### **Responsibilities**

- Financial record keeping of all revenue and expenses
- Organizing receipts and transactions
- Depositing of checks
- Processing reimbursements
- Assisting with delivering payroll checks
- Donor and sponsor revenue management
- Issuing invoices and receipts, and collecting payments

## **Qualifications**

### Requirements:

- College student, College Graduate student and beyond with a background in Finance, Accounting, or Business.
- Commitment to the empowerment of Muslim women
- Excellent oral and written communication skills
- Exceptional attention to detail and organizational skills
- Experienced with financial record keeping
- Proficiency in MS Office and Google Apps and other online platforms
- Personal qualities of initiative, organization, completion, self-motivation, reliability, flexibility, curiosity, energy and collaboration

### *Skills preferred, but not required (training provided if necessary):*

- Knowledge of Quickbooks or other online accounting software, especially Aplos, a plus

## **Accessibility & Commitment**

Interns work directly with the Executive Director. The booking intern will also work closely with the MWO Treasurer. Whether online or in person, the staff and leadership team is available to clarify questions necessary to complete a project. The Executive Director hosts team meetings or calls bi-weekly to bring the team together to discuss weekly goals and accomplishments.

Timeframe: 6 months (10/1/2018 - 04/1/2018)

Compensation and benefits: This is an unpaid internship. College credit may be arranged.

To apply: Send cover letter and resume to [sadaf@mwo-orlando.org](mailto:sadaf@mwo-orlando.org)