

Volunteer Position:

Accounts Payable Intern

SUMMARY

Supervising staff person:	Adrian Cook
Department:	Finance
Number of volunteers sought:	1
May a CAP client fill this role?	No
Volunteer Orientation required?	Yes

POSITION DETAILS

- Performing bank and credit card reconciliation
- Processing accounts received and invoices
- Accounting clerical work as needed
- May also include monthly reports & billings, general ledger entries, and assistance with special projects
- Minimum time commitment of 6 months
- Immediate need, approximately 15 hours per week

PREFERRED QUALIFICATIONS

- Experience or interest in nonprofit accounting
- Strong communication and analytical skills
- Skilled in Microsoft Excel, Word & Outlook
- Completion of some coursework in accounting
- Shifts occur on Mon-Fri between 9am-5pm

CONTACT

Nicole Boyer
Volunteer Resources Coordinator
nboyer@cascadeaids.org
503.278.3813