



## **Emergency Infant Services**

### **Volunteer Position Description**

**Job Title: Accounting Intern**

**Reports to:** Accountant

**Purpose:** The Accounting Intern will work closely with the Accountant and Development Team. The ideal candidate will have an interest in fundraising for the nonprofit sector. This position will be trained in our accounting software.

**Location:** Downtown Tulsa

#### **Key Responsibilities:**

- Bank reconciliations
- Entering cash receipts
- General accounting duties

#### **Desired Qualifications:**

- Interest in fundraising for the nonprofit sector.
- Strong written and oral communication skills.
- Proficiency in Microsoft Office Suite, specifically Excel.
- Willingness to work independently and take initiative on projects.
- Must be comfortable working in a busy office environment.
- Excellent interpersonal and communication skills.
- Ability to contribute and thrive in a collaborative work environment.

#### **Desired Qualifications:**

Interested candidates should send a copy of their resume to [admin@eistulsa.org](mailto:admin@eistulsa.org).