



Finance Internship Job Description

UnLocal is seeking a dedicated **Finance Intern** to support the financial health of our organization by assisting with the regular closing of our books. This part-time internship offers the opportunity to gain hands-on experience in nonprofit finance while contributing to UnLocal's mission of serving immigrant communities in and around New York City. The intern will report directly to the Director of Operations.

This position is critical to maintaining the financial accuracy and transparency that supports UnLocal's work. By ensuring precise tracking and reporting of programmatic spending, the Finance Intern will help enhance UnLocal's ability to serve immigrant communities effectively.

Key Responsibilities:

- Collect and organize receipts for financial transactions.
- Enter financial data into our online bookkeeping system.
- Code expenses to appropriate programs and initiatives.
- Assist in ensuring accurate, real-time financial data to support programmatic decisions.
- Support the finance team with additional tasks as needed.

Qualifications:

- Interest in finance, accounting, or nonprofit management.
- Strong attention to detail and organizational skills.
- Familiarity with bookkeeping or accounting software (preferred, but not required).
- Ability to work collaboratively and communicate effectively.
- Commitment to UnLocal's mission of serving immigrant communities.

Compensation: \$15 per hour, 20 hours a week

To apply: Please submit your resume to rania@unlocal.org, thank you.