



## Accounting/Business Services Summer 2025 Remote Intern

### **Key responsibilities:**

The Accounting/Business Services Intern will join the team to help with supporting aspects of the services cycle and month end close including revenue, expense, strong guidance, and support from the team. The successful candidate will be highly organized, self-motivated, and detail oriented. The Accounting/Business Services Intern position is an entry level position.

### **Work Schedule:**

#### **MANDATORY REQUIREMENTS:**

One-Hour long virtual weekly team meeting

Options: Tues 9:00am, Tues 1030am, Tues 1200pm **AND**

Bi-weekly position specific virtual coaching sessions

on Thursdays, held under the supervision of a supervisor.

**May 27<sup>th</sup> to July 30<sup>th</sup>, 2025 check your schedule prior to applying.**

**Work hours are flexible, but you must commit to working 10-20 hours per week.**

**Applicants must reside in Texas.**

### **Responsibilities will include:**

- Internal audits and reconciliations
- Review and suggest updates to business plan, accounting policies and procedures, and chart of accounts.
- Introduction to Bloomerang, Paypal, and Stripe systems and reporting
- Review and suggest updates to preliminary budget and budget narrative
- Introduction to Quickbooks
- Data compilation for grant requests
- Month end reporting

### **Qualifications:**

- Time management and analytical skills
- Strong attention to detail
- Ability to meet deadlines

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- Currently pursuing an accounting degree or Business Management degree and have taken some accounting courses
- Strong in Microsoft Office Suite, especially Excel
- Self-motivated and a critical thinker with great problem-solving skills
- A positive attitude, willing to go above and beyond
- Eager to assist with miscellaneous projects
- Willing to learn or has experience with Bloomerang, Stripe, and Quickbooks a plus
- Non-profit experience, volunteer, or strong community involvement a plus

### **About this internship program**

This internship is designed to be both educational and practical. In this internship program, the intern will learn how to take skills they have acquired in school or former job experiences and apply them in a professional setting. They will gain a better understanding of the role can play in a non-profit setting and be better prepared to work in the arena of operations and the nonprofit sector.

The TLT- Leading Leaders Intern program consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The TLT Leading Leaders Intern Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge, while developing leadership qualities and skills with hands-on curriculum-based opportunities. These positions are all **REMOTE** which allows us to serve many young adults, in many locations, and inclusive to all, across Texas. Experience is not required. Engagement with business, civic and community leaders aligned with the participant's career choice leads to more meaningful connections.

Check with your school advisor if looking to receive credit for completing our curriculum-based program, and with your career services office for possible grant opportunities for stipends for these unpaid positions.

### **About TLT - Tomorrow's Leaders Today**

TLT- Tomorrow's Leaders Today, Inc. is a 501(c)3 nonprofit organization dedicated to helping develop youth leaders through education, collaboration, and mentorships with community & business leaders for the collective benefit of the students and their communities.

### **Diversity, Equity, Inclusion and Belonging**

We value and embrace diversity, equity, inclusion and belonging. We seek views that reflect all walks of life and reflect those views in our programs. We recognize the special needs and diverse backgrounds of individuals, our students, volunteers, and our communities. All individuals are given an equal opportunity to be heard and to benefit from our program.

### **Compensation:**

Unpaid - Through generous sponsorships, opportunities **may** become available to apply for stipends. These will be shared with current interns.

**Duration:**

Temporary / Seasonal

**Company Details:**

**COMPANY SIZE**

1 - 10 employees

**INDUSTRY**

Non-Profit

**HEADQUARTERS**

Denton County, Texas

**WEBSITE**

<https://www.TLTLeaders.org>

**SOCIAL MEDIA**

<https://www.facebook.com/TLTLeaders.Org>

<https://www.instagram.com/tltleaders/>

<https://www.linkedin.com/company/64271191>

<https://www.patreon.com/TLTLeaders>

<https://twitter.com/TLTLeaders>

[https://www.youtube.com/channel/UCrPNTIq4\\_oBKrM3QvTJR0Ww](https://www.youtube.com/channel/UCrPNTIq4_oBKrM3QvTJR0Ww)

## **WORK AUTHORIZATION REQUIREMENTS**

**Applicants must reside in Texas and be a US Citizen or Green Card Holder.**

## **CONTACT INFORMATION**

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