

## Missionary Accounting Intern

### Role Description

The Missionary accounting intern provides support to the ABB accounting team by assisting in the areas of bookkeeping, financial statement preparation, donor management, budgeting, record maintenance, tax preparation, fundraising and communication with the missionaries we serve. The missionary accounting intern will be exposed to the nuances of accounting for missionaries through intentional training and experiential learning opportunities, while also gaining experience in the process of support raising and serving in the mission field. The position will utilize technical abilities with computer systems including a knowledge of QuickBooks.

**Locations:** Remote and Mechanicsburg, PA (flexible)

**Reports to:** Executive Director

**Timing:** Flexible start date, 6 month internship

**Compensation:** Missionary Accounting Interns are paid and are required to raise support for their salary. Specific compensation details are communicated within the final offer letter. It is our goal that interns experience professional and spiritual growth through intentional training and learning experiences that mirror that of our full-time staff. Interns must also raise funds for most travel opportunities provided during the internship.

### Qualifications

- Personal confession of Christian faith and a commitment to the mission and vision of Accounting Beyond Borders.
- Pursuing a degree in accounting or a related field
- Highly organized with keen attention to detail and accuracy
- Strong work ethic and self-starter
- Exceptional interpersonal and communication skills
- Preferred: Working knowledge of Excel and QuickBooks
- Preferred: Have an unexpired passport or be in the process of obtaining one

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#### Our Mission

*To empower missionaries to more fruitfully serve God's Kingdom by fulfilling their accounting needs and walking with them in ministry.*

#### Our Vision

*To relieve the burden of accounting stress on missionaries around the world and propel their ministries into growth and sustainability.*

We desire to be active participants in the growth of the Kingdom!