



FOR PUBLIC DISTRIBUTION

Position	Accounting Associate - Intern
Position Type	Part Time – 15 to 20 hours per week
Term	6 month to 1 year assignment
Department	Operations
Location	Norwalk, CT

SeriousFun Children's Network, founded by Paul Newman, is a growing global community of independently managed and financed camps and programs, which have come together with a common purpose – to provide transformative experiences to children with serious illnesses and their families, free of charge. Through our 30 camps and programs around the world, SeriousFun reaches more than 150,000 children and families annually. Learn more at www.seriousfun.org

About us: The SeriousFun Support Center is located in East Norwalk CT. Our team of 32 staff members provides support services to SeriousFun camps and partner programs around the world in order to ensure program and operational excellence, create awareness for the camps worldwide, and foster the continued growth of the Network as a whole.

SeriousFun is committed to fostering and ensuring a culture and environment that values the experiences, knowledge, and voices of all those who work to carry out our mission. We are continually focused on bringing our core principles of diversity, equity, and inclusion to life by embracing individual talents and experiences and encouraging ongoing learning and understanding.

The purpose of our job posting is to provide an overview of the responsibilities and qualifications needed for this role and what it's like to work with us. If this sounds like the work you would like to do - and if we sound like a non-profit that you would like to work for - **then please apply even if you don't match 100% of the job description.**

This position may be perfect for you if:

You have and are able to demonstrate strong accounting and analytical skills, professional communication skills and good judgement along with the desire to learn and contribute to improved processes and procedures while managing their time efficiently and effectively.

Department and Position Overview

Under the direction of the Controller, the Finance Associate plays a key role in the accounting and finance functions associated with processing accounts payable and maintaining the general ledger. Tasks include daily monitoring of accounts payable requests, reviewing invoices, expense coding and approvals, entering invoices into general ledger software, storing digital documents, preparing payment documents, and submitting payments for approval. The Finance Associate also collects and records all corporate credit card activity, including supporting documentation from each corporate cardholder. The Finance Associate may also assist with month-end tasks, including the reconciliation of contributions/donations to the general ledger and bank reconciliations, as well as management reporting and audit requests. The Finance Associate is proactive in both learning and contributing to improved processes and procedures while managing their time efficiently and effectively. Professional communication skills and good judgement are keys to success in this role, as well as a desire and ability to take initiative, while successfully contributing to the group environment.

Essential Responsibilities

- Process full cycle accounts payable
- Collect and record corporate credit card activity
- Assist with month-end close tasks

- Assist with management reporting and audit requests
- Other related responsibilities as assigned

Key Competencies

- Job-Specific Skills, Knowledge and Ability
- Critical Thinking and Decision Making
- Planning and Organizing
- Interpersonal Skills
- Adaptability

Minimum Qualifications

- Education: High School Diploma or GED
- Years of Relevant Work Experience: 0-2 years
- Formal Accounting education or experience
- Academic and/or professional experience using Microsoft Excel

Preferred Experience and Skills

- Completed or ongoing academic degree in accounting
- Experience with accounting software systems
- Experience in working in NGO's or other non-profit organizations

Company Culture, Perks and Benefits – please read about **Our Focus** [here](#) to get a sense of what's important to us.

- Fun, respectful, and collaborative environment
- Professional Development opportunities (online and company facilitated offerings)
- Respect for your non-working time - unless under special circumstances, we limit contacting staff on evenings and weekends.
- New office located in a fully renovated mixed-used building with great onsite (free) amenities.
- Steps away from the East Norwalk train station

Benefits are subject to change. Compensation is commensurate with experience and relevant labor market comparisons.

To apply for this position, please submit your resume, cover letter and complete an application [here](#):

[Accounting Associate Intern](#)