



# United Way OF THE GREATER LEHIGH VALLEY

## Accounting Intern PAID

This internship is for anyone interested in pursuing a career in accounting, finance management or general business support. The successful candidate will demonstrate some education or work experience in accounting and/or business administrative functions. There are opportunities to "look under the hood" at non-profit financials and understand deeper accounting functions as the intern may desire beyond the basic projects included in the day-to-day. This internship will require in-person activities at our Allentown, PA office. It is only appropriate for an intern who is within a reasonable commute of the Greater Lehigh Valley area. This internship requires a commitment of approximately 10 hours per week.

### Detailed projects and learning experience:

Learn about non-profit accounting by assisting with journal entry documentation, providing support to accounts payable and accounts receivable functions, and responding to our partner agency's inquiries. You will have the opportunity to learn about public and private grants and their role in the non-profit sector.

### General Internship Information

- Internships at UWGLV are available in most of our business areas year-round. We are highly flexible with start and end dates for internships.
- Open to individuals of any age over 14, in a formal educational program or not, who demonstrate they are developing new professional skills and would benefit from the opportunity to work and learn in our organization.
- Will work on projects that go beyond that which the organization expected to accomplish with regular employees and which are not core to the achievement of the organization's mission.
- An intern is expected to get as much from the work experience at UWGLV as UWGLV gets from the intern. The supervisor of an intern anticipates a "break-even" exchange of time invested in mentoring the intern versus work product contributed to the organization.
- It is not the purpose or intention of this program to allow prospective employees to "work for free" to demonstrate their skill set or prove their suitability for employment. Candidates applying for stipend internships for this purpose will not be accepted.
- Not compensated for their time or work.
- May serve as an intern for no more than 1 year or no more than 950 hours.

Questions: Jennifer Nicolosi, Director, Service-Learning Programs, United Way of the Greater Lehigh Valley, 610-807-5741 or [jennifern@unitedwayglv.org](mailto:jennifern@unitedwayglv.org).

To apply: <https://my.career.place/static/jobs/accounting-intern-20250407-cm975ovst7sd00im8s5pclid5>