Date: February 22, 2023
Position Title: Accounting Internship
Agency/Office: Fiscal Office
Work Schedule: Part Time

Position Requirements:

The Diocese of Providence is currently seeking to hire a part time Accounting Intern to work in the Fiscal office, at the Chancery office building in Providence, RI. This is an excellent opportunity to gain accounting experience working in a multi-corporate environment. This position has a flexible schedule of twelve to fifteen hours weekly during the school year and up to forty hours per week during the summer months and school breaks. This position is not benefit eligible.

The duties and qualifications for this role include:

Duties:
• Work with professional accounting staff in the performance of accounting services to approximately 180 Offices and Programs.
• Assist staff in Accounts Payable processing functions.
• Prepare bank reconciliations of varying complexity for over 30 bank statements.
• Prepare and enter journal entries into our ERP System, Microsoft Dynamic Navigator. Financial Systems (Serenic.)
• Some light filing and clerical related tasks as assigned.

Qualifications:
• Student must be enrolled in a 4-year bachelor’s degree program in accounting.
• Minimum GPA 2.8.
• 2nd or 3rd year Accounting Major.
• Must have effective written and verbal communication skills.
• Strong organization and time management skills.

This is a paid Internship starting at $16 per hour.

Interested candidates should send their resume to:
Julie Wilcox, Assistant Controller
Fiscal Office
One Cathedral Square
Providence, RI 02903
Phone: (401) 278-4616
Fax: (401) 751-6808

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