



Houston Hispanic
Chamber of Commerce

Accounting Assistant Intern

Houston Hispanic Chamber of Commerce is the leading regional advocate for the economic and civic interests of the Hispanic business community.

Position: Accounting Assistant Intern

Description: The candidate must have background in finance or accounting. Candidate must be organized, detail oriented, computer literate, bilingual in English and in Spanish, excellent communication skills and a team player.

Responsibilities:

- Assist the CFO & Staff Accountant with financial reporting as needed
- Generate invoices, data entry of new and renewal transactions, and event and other transactions.
- Update event reports
- Reconcile credit card transactions and pending receipts
- Reconcile Petty Cash
- Copy and file checks for vendor payment and track on spreadsheet
- File Thank You letters and invoices
- Reconcile Monthly Invoices and Deposits
- Maintain supporting documentation for all financial transactions
- Maintain vendor files

Qualifications:

- Pursuing Bachelor's degree
- 2-3 years of experience preferred
- Working knowledge/Proficiency in Quick Books
- Proficient in Excel, Word, & PowerPoint
- Bilingual in English and Spanish
- Excellent oral and written communication skills
- Well organized and detail-oriented and a self-starter
- Excellent time management skills

Start Date: Position open until filled

Compensation: Non-paid internship

To Apply: Please send a cover letter and resume to rjones@houstonhispanicchamber.com and apedraza@houstonhispanicchamber.com with "Accounting Assistant Internship" and your name (Last, First) in subject line.