



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 or degreed
- 1 – 2 years of experience preferred
- Working knowledge/Proficiency in Quick Books preferred
- Proficient in Excel, Word, Office
- 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 [HRADMIN@houstonhispanicchamber.com](mailto:HRADMIN@houstonhispanicchamber.com) with “Accounting Assistant Internship” and your name (Last, First) in subject line.