

Accounting Internship is Waiting for You!!

Are you looking for an opportunity to apply some of that knowledge that UCSB's awesome Accounting Program has instilled in you?? Ever wonder how (or even if) the accounting cycle actually ever comes together in real life practical matters? Get your hands on the day to day duties of an Accounting Manager at one of Santa Barbara's most effective nonprofits...

The Environmental Defense Center (EDC) is a nonprofit law firm working to protect and enhance the local environment through education, advocacy and legal action. EDC is looking for you to come in, learn how a nonprofit with only 11 staff utilizes such minimal resources to keep Santa Barbara and its surrounding counties beautiful and preserved for all to enjoy. EDC has worked vigorously for 33 years to protect our coast and ocean resources, open space and wildlife, and human & environmental health.

EDC's one person Accounting and HR Department will give you the opportunity to learn many components of the accounting fiscal cycle. Under the supervision of EDC's Accounting Manager, some of the tasks that may be given to this position are (but not limited to) as follows:

- Learn the GL system and apply it to revenue and expenses
- Reconcile monthly bank statements, petty cash accounts, credit card statements, etc.
- Enter payroll and maintain accrued vacation and sick
- Prepare employees' Simple IRA for pmt
- Prepare and make deposits
- Maintain Grant Funds
- Prepare Financials: Income Statement, Comparative Balance Sheet, Statement of Cash Flow, and Budget to Actual
- Help with 2012 Budget Projections
- Maintain Audit schedules

This is an unpaid internship. EDC is always busy with events and administrative duties and we couldn't do it without the help of so many in this community. You have the luxury of gaining real life experience for your resume and doing work that is benefiting the tri-counties and inhabitants. 10 hrs per week and a commitment of at least two quarters would be ideal, but please feel free to contact Gloria Campa with any questions.

Check out EDC's website at <http://www.EnvironmentalDefenseCenter.org>

Call Gloria at 805.963.1622 or send your resume

Via email to gcampa@edcnet.org

Via fax to 805.962.3152

EDC will conduct resume screenings, interviews, and upon hire a background check will be required

