Accounting Intern

MANNA is looking for an Accounting Intern to assist us from the end of October through the end of December, 2019.

The Accounting Intern reports to the Director of Finance. This position is responsible for daily financial processing, reporting, and general filing.

**Responsibilities:**

- Record cash receipts, including daily contributions to MANNA via online portal
- Record accounts payable invoices
- Some filing of account records

**Requirements:**

- Currently working towards a Bachelor's degree in Accounting
- Aptitude for math and a proficiency with computers
- High levels of efficiency, accuracy and responsibility
- Follow direction

If interested, please contact Rich Curtis, Director of Finance, at RCurtis@mannapa.org or (215) 496-2662 x148.