



Finance and Accounting Intern

Peoplefund is seeking a dynamic and energetic individual to work with the finance and accounting staff, work directly with the CFO, and will have close working relationships with loan officers and administrators. Additionally, will enjoy hands on work with PeopleFund clients. Interns will interface with clients, staff across all departments, governing board, and participate in a variety of networking events and professional development opportunities.



Responsibilities Include:

- Assist CFO with monthly accounting reconciliations
- Assist CFO with audit preparation
- Assist loan administrator with management of portfolios
- All other duties as assigned

Preferred Skills:

- Accounting experience
- Relevant course work in math and finance
- Interest in micro-lending or loan component of a financial institution
- Administrative experience
- Interest in entrepreneurship
- Outgoing personality eager to interface with clients directly.
- Excellent written and oral communication skills.
- Experience with Microsoft Office Suite.
- Spanish Language a plus.

This position is unpaid, but will offer networking opportunities and avenues for growth. We are looking for a passionate and creative addition to our team. Preference will be given to candidates who are interested in a year-long internship but semester only candidates will be considered.

To apply, please send resume, cover letter, and statement of availability to amber@peoplefund.org.

PeopleFund

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