



Accounting & Finance Intern

About Legal Services of the Hudson Valley

Legal Services of the Hudson Valley is a not-for-profit law firm which provides civil legal services to low-income clients in the lower Hudson Valley. Founded in 1967, LSHV is the primary provider of free civil legal services to 545,000 eligible poor and low-income individuals in Westchester, Putnam, Dutchess, Orange, Rockland, Sullivan and Ulster counties. LSHV has eight offices, a staff of 136, including 82 attorneys and 27 paralegals. Along with experienced and dedicated volunteer lawyers, LSHV last year handled over 15,500 cases benefiting over 36,000 household members including over 14,000 children.

Job Description

Legal Services of the Hudson Valley has an unpaid internship available for an individual to support its Finance and Administration group, which is responsible for the financial management of the agency as well as some administrative and Human Resources functions. This person will gain experience through one or more of the following tasks:

- Utilize EXCEL to create budgets;
- Utilize forecasting tools for cash flow or receivables;
- Research, copy, organize and notate expenditure documents to submit for billing of services to grantor agencies;
- Work with general ledger accounts and subaccounts with goal of producing periodic financial reports;
- Assist with the preparation of schedules for the Year-End audit;
- Learn about bank reconciliation, research and apply incoming payments to proper general ledger accounts;
- Research assignments as needed, including facilities management;
- Assist the accounts payable department processing invoices for payment
- Work with Human Resources Manager on ad hoc projects.

Job Qualifications / Requirements:

- Strong Microsoft Office, specifically EXCEL skills **and** understanding/studies of accounting or finance
- Strong organizational skills

This position is available immediately, and will require 6-8 hours per week.