



Position: Accounting Intern
Location: SBP – National (New Orleans)
Reports to: Experienced Accountant
Date:

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About SBP

SBP is a national nonprofit organization dedicated to helping communities shrink the time between disaster and recovery. We take a holistic approach to disasters by increasing readiness and resilience before they happen and streamlining rebuilding and long-term recovery after.

- **Building the Way Home for Disaster Survivors:** SBP serves the most vulnerable homeowners in a community impacted by a major disaster through its Recovery Services. These services are currently offered in eight states across the Gulf South, where the risk of major natural disasters is greatest.
- **Building Readiness and Resilience Through Local Partnership:** SBP supports low-capacity, high-risk communities through its Advisory Services, providing training, consulting, and organizational capacity-building through a team of subject-matter experts and Resilience Fellows.

Joining SBP is more than just joining a workforce. It's about contributing to a mission where you can enact real change and make a difference in the lives of people impacted by disasters.

Position Summary

The Accounting Intern gains hands-on experience by integrating directly into our finance department's workflow. This role is designed for a motivated student looking to transition classroom theory into professional practice. You will work directly with our finance team to support accounts payable, job cost management, and month-end close processes.

Responsibilities

- Provide day-to-day support to the finance team
- Perform accounts payable functions such as processing AP transactions, entering vendor invoices, and ensuring invoices are coded and approved for payment
- Participate in completing weekly job costing requirements
- Assist in month-end close and audits
- Document management
- Assist with other administrative and ad hoc projects that are assigned by the accounting/finance team

Performance Expectations

- Be creative and thoughtful about how to manage financial behavior
- Have a high level of personal responsibility and drive towards ambitious goals

- Have a strong sense of integrity, ethics, and drive to achieve and grow
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development

Qualifications

- High school diploma or equivalent; enrolled in a higher education program (Accounting, Finance, or Business preferred)
- Interest in a career in accounting or finance
- Proficiency in MS Office including Microsoft Word and Excel
- Strong analytical and problem solving skills
- Detail oriented and comfortable working in a fast-paced office environment
- Effective verbal and written communication skills and the ability to present information clearly and professionally to varying levels of individuals.
- Superior organization skills and dedication to completing projects in a timely manner
- Position is based in New Orleans, LA (at least 16 hours/week, In-Office)
- Pass a criminal history check to include National Sex Offender Registry, State, and FBI

Salary range: \$14/hr

SBP is building a team from a broad range of backgrounds.

We love fresh perspectives and we know our teams grow stronger when they include different experiences. We adhere to all relevant employment laws and never discriminate in our hiring. By welcoming people from varied backgrounds, we spark new ideas and are better prepared to support the communities we serve.

SBP is an equal opportunity employer.

We are an equal opportunity employer. All applicants will be considered without discrimination on the basis of race, color, sex, sexual orientation, pregnancy, religion, age, national origin, genetic information, disability, military status, familial status, political affiliation, or any other characteristic protected by law.