

**Job Title:** Accounting Clerk, Intern  
**Reports to:** Vice President, Accounting

### **Company Summary**

Opportunity Finance Network is a national financial institution serving the community development finance industry. It is a leadership organization in a growing and rapidly changing industry.

Founded in 1985, Opportunity Finance Network represents approximately 170 private financial institutions that have originated more than \$23.5 billion in financing benefiting low-income and low-wealth people, communities, and markets. That financing has resulted in more than 630,000 quality affordable homes, more than 290,000 jobs, and tens of millions of square feet of community and nonprofit facility space. Opportunity Finance Network provides financing, training, consulting, and advocacy services to our members and the industry.

*To learn more, visit [www.opportunityfinance.net](http://www.opportunityfinance.net).*

### **Position Summary and Essential Functions:**

Serves on Finance and Administration Team, working closely with Bookkeeper and Vice President, Accounting. Assists with maintenance of OFN's financial systems, operations, and general ledger. Provides accounting and clerical support to Accounting staff.

### **Responsibilities:**

1. Maintains accounting files, including filing of general ledger journal vouchers, accounts payable documentation, and other miscellaneous filings.
2. Copies incoming checks, prepares deposit slips, and makes bank deposits.
3. Keys daily worksheets to the general ledger system for cash receipts and disbursements.
4. Produces timely and accurate financial transaction reports for review by Vice President, Accounting.
5. Copies weekly accounts payable checks and prepares for mailing.
6. Provides administrative support to Finance and Administration Team.
7. Performs other duties as assigned by Vice President, Accounting.

### **Education and Experience:**

1. HS diploma or equivalency required; Associate's Degree is beneficial
2. 2 years of Administrative training/education or equivalent work experience required
3. 1+ year professional experience in bookkeeping, accounting, or related field required
4. Experience with Sage Fund Accounting software highly beneficial

### **Knowledge, Skills, and Abilities:**

1. Knowledge of MS Office Products/Internet; emphasis on spreadsheet skills
2. Attention to detail and ability to multi-task is required
3. Ability to work well with diverse constituents is required
4. Effective and professional written and verbal communication skills required
5. Job involves normal physical requirements for an office position. EOE/ADA Compliant



The internship will begin immediately and run through the end of 2012. The Intern will work approximately 10-15 hours per week, at the rate of \$12.00 per hour.

Interested parties should submit a letter of interest along with a resume to:

Search: Accounting Clerk Intern  
Opportunity Finance Network  
620 Chestnut Street Suite 572  
Philadelphia, PA 19106

Or email: [resume\\_hr@opportunityfinance.net](mailto:resume_hr@opportunityfinance.net)