

AFC Summer Finance Internship 2025

Overview

Make a difference in the lives of hundreds of low-income uninsured Arlingtonians by joining a vibrant team of nonprofit professionals who strive for excellence. The primary focus of this internship will be assisting the Director of Finance with day to day accounting tasks, including accounts payable/receivable, journal entries, and reconciliations. Through the internship the candidate will learn how to apply accounting software and tools to streamline processes and enhance efficiency.

We're looking for someone who:

- *Likes working with people.* You will work within a close-knit team and assist patients on a regular basis.
- *Has an interest in non-profit administration, business, or finance.* Accounting, business, entrepreneurship, and economics majors have been a good fit for this internship.
- *Has a passion for helping people* and is sensitive to cultural and economic diversity.
- *Is proactive* and will seek out opportunities to assist and support staff.

Why you'll love it:

- *You'll make a difference.* Arlington Free Clinic cares for 1,600 patients and you'll be part of the process to make that happen.
- *You'll be a valued part of a team.* AFC understands the importance of collaboration and you will be welcomed onboard as part of our team.
- *You'll learn a ton.* In our office everyone pitches in where they are needed. A snapshot of a day might be cleaning up an excel spreadsheet in, collecting information from outside partners and researching new software or tools the clinic is thinking of adopting. Part of this internship includes assisting the Director of Finance with the preparation for our annual audit.

Requirements:

- Strong written and oral communication skills
- Capable of working independently, but also as a team player
- High-energy and personable
- Proficient in Microsoft Word, Excel and PowerPoint.
- Interns are asked to work 2 days a week on a set schedule. The Finance Intern's hours would be 10am to 5pm on days to be determined with supervisor.
- AFC interns typically all start on the same day (June 2), however due to the audit prep assistance needed this internship has flexibility to start earlier.
- Must be available to work through August 8, 2025 or further. (We do understand that families take vacations and allow interns to take that time off, within reason.)

Application:

- Send your cover letter and resume to volunteer@arlingtonfreeclinic.org. Please put "Finance Internship" in the subject line. Interviews (phone or video call) will take place in February & March of 2025.
- AFC Summer Interns are eligible for a \$1,000 stipend.