

## **2025 The Fortune Society Volunteer/Internship Program**

**About Fortune:** The Fortune Society, Inc. (Fortune) has evolved into one of the nation's preeminent reentry and justice-informed service organizations, providing formerly-incarcerated people with the skills and wrap-around services needed to break the cycle of crime and incarceration and to build productive lives in their communities.

**Our Mission:** The Fortune Society's mission is to support successful reentry from incarceration and promote alternatives to incarceration, thus strengthening the fabric of our communities.

**Opportunity Title:** Accounting/Finance Intern

**Type:** Intern, un-paid

**Department/Reports To:** Finance / Accounts Payable Assistant

**Location:** In-Person (Long Island City; 29-76 Northern Blvd, Long Island City 11101)

**Tentative Schedule:** 15-20 hours per week commitment (sometime Mon-Fri 9am-5pm)

**Duration:** Fall (Sept 1-Dec 15); Spring (Feb 1-May 15); Summer (June 1-Aug 15)

**Application Deadline:** Ongoing until opportunity is filled.

**Position Summary:** The role of the Accounting/Finance Intern will be to help Fortune Society's Finance Dept with various activities related to contract management. This is an ideal entry level role for a student seeking relevant experience for a career as an Accountant, Contract Analyst, or Accounts Payable Assistant. This intern is helping an established NYC organization with over 500 employees maintain its operations.

### **Tasks:**

- Proven skills in advanced Excel analysis and computing.
- Error proof Data Entry
- Electronic and hard-copy filing.
- Perform periodic, quarterly audits and tax reconciliations.
- Assistance with obtaining POA's.
- Provide assistance in addressing agency notices including conducting research and compiling support documentation.
- Assist in cleanup efforts of state agency online access
- Proactively identify process improvements within the departmental processing workflow.
- Handling of incoming mail, scanning, and uploading documents to designated parties.
- Provide support for ad hoc projects and assignments.
- Work on an Action Learning Project (ALP) to be assigned at the beginning of the internship and present results at the end of the internship
- Assist in maintaining employee personnel files, including filing sensitive employee information in correct employee personnel files.
- Creating excel spreadsheets. Printing payrolls verifying the general ledger.

### **Preferred Qualifications:**

- Proficiency in computer skills, with strong command of Excel, MS word, and Google Sheets required.
- Ability to work under pressure demonstrating high commitment to financial reporting deadlines
- Ability to proactively identify process improvements within the dept workflow cycle
- Ideal candidate would express sincere sensitivity toward the populations represented in The Fortune Society and assist them without bias.
- Advanced and proven application of Excel, Accounting, and error proof Data Entry.

### **Additional Requirements**



- Must be 18+ of age

### **To Apply**

- Submit an online application at <https://fortunesociety.org/volunteer-or-intern-with-us/>.
- *The Fortune Society encourages individuals to apply who have successfully made the transition from incarceration and/or substance abuse into a stable, productive lifestyle in the community.*

*We seek talented, dedicated individuals from all walks of life who possess a strong commitment to this mission. Relevant personal experience is a plus.*