



**Position:** Accounting Intern  
**Organization:** SBP – National (New Orleans)  
**Reports to:** Finance Manager

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#### **About SBP**

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery.

SBP does this in three connected ways—prepare, shape and build:

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

#### **Position Summary**

The Accounting Intern will serve and support the accounting and finance team in a variety of ways. Their responsibilities will include: focusing on accounts payables, job cost management, account reconciliation and financial analysis. This position is a valuable learning opportunity for anyone interested in pursuing a career in finance or accounting.

#### **Duties and 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
- Reconcile vendor accounts
- Document management
- Assist with other ad hoc projects that are assigned by the accounting/finance team

#### **Qualifications**

- High school diploma or equivalent; enrolled in a higher education program
- Proficiency in MS Office including Microsoft Word and Excel
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.
- Must be fully vaccinated against COVID-19 to CDC guidelines and provide proof of vaccination.

### **Performance Expectations**

- Detail-oriented and be creative and thoughtful about how to manage financial behavior
- High level of personal responsibility and drive towards ambitious goals
- Strong sense of integrity, ethics, and drive to achieve and grow
- Demonstrate commitment to continued professional growth and development
- Comfortable working in a fast-paced office environment
- Effectively communicate verbally and in writing and present information clearly and professionally to varying levels of individuals.
- Superior organization skills and dedication to completing projects in a timely manner

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*