

Job Description

Accounting Intern

DKT is an innovative and adventurous social marketing enterprise that improves people's lives. DKT provides couples with affordable and safe options for family planning and HIV/AIDS prevention through dynamic social marketing worldwide. DKT has over 20 offices worldwide and over \$100 million in revenues generated through sales and grants.

We are seeking candidates for Accounting Intern position. Individuals in this position will be tasked with following as well as others as assigned by Controller or other accounting staff:

- Review of monthly GLs, TBs and schedules
- Review of monthly bank statements and reconciliations
- Review of special internal financial reports
- Compilation of excel spreadsheets and processing them through organization's accounting software (SAP)
- Year-end review of accounting schedules and locally performed audited financials
- Assisting with compiling accounting schedules
- Investigating discrepancies through review of historical data
- Scanning and filing accounting backup
- Organizing filing system
- Other ad-hoc tasks and reports

Requirements for this position are as follows:

- Be in an accredited program for Bachelor's in accounting, business, or finance
- Preferable to have proficiency with Microsoft Office applications (Excel, VLOOKUP, Pivot Tables)
- Ability to work effectively with others as well as independently
- Ability to prioritize and meet necessary deadlines
- Strong organizational skills
- Ability to document work and create audit trail
- Superior interpersonal and multicultural skills
- Desire to work for international organization working in the field of family planning

The candidate must share DKT's enthusiasm for providing and promoting contraceptives in developing countries and should enjoy and be comfortable with all aspects of family planning and reproductive health, including abortion.

The Accounting Intern will work together with three international accountants and a senior accountant and report to Financial Controller. This position requires a person who likes to take pride in his/her work and be accountable for the results. Candidates should be results oriented, success-driven, self-motivated, and problem-solving. A very strong sense of ethics, honesty, and integrity are assumed.

This is a part time temporary hourly position of up to 28 hours per week. Compensation will be \$15 per hour. This position will be ineligible for other benefits or compensation.

