



Foundation
for Puerto Rico

iImpact Fellow – Accounting and Finance

Foundation for Puerto Rico's mission is to propel innovative and sustainable economic and social development strategies that insert the island in the global economy by emphasizing the visitor's economy. Our purpose is to discover, link and unleash Puerto Rico's potential as an active participant in the global economy. We envision a prosperous Puerto Rico that realizes its untapped social and economic potential by leveraging the talent, creativity, tenacity, commitment and passion of its people.

We are recruiting an Accounting and Finance Clerk for our iImpact Fellowship Program. This resource will be focusing on supporting our Operations and Accounting team, with direct involvement in the full accounting cycle and investment portfolio monitoring.

Qualifications:

- High level of commitment, initiative, and strong desire to work for the transformation of Puerto Rico into a vibrant economy and society
- Bachelor's degree or Master's degree in Business Administration (Accounting and Finance may apply)
- Available to work a full-time schedule (40 hours per week)
- Fully bilingual in English and Spanish, Excellent communication and analytical skills
- Remarkable organization and planning skills
- Ability to work under pressure and tight deadlines

Assignment Tasks:

- Work with Accounting and Finance team in performing accounting functions such as data entry, journal entries, account reconciliation, Accounts receivable and payable, invoicing, prepare checks, other functions.
- Prepare reports for budget discussions, board of directors and other purposes. Assist in the preparation of financial statements, graphs, income statements, other reports and documents as needed.
- Support the Accounting and Finance Supervisor in monitoring the investments portfolio, analyze and record returns. Serve as backup for the Operations and Technology Facilitator.

Compensation: A competitive hourly rate plus eligible benefits as a temporary staff

How to Apply:

Interested students must complete the online application at:

<http://foundationforpuertorico.org/unete/internados/>

Deadline: August 7, 2015

Internship Dates: 1 – 2 years program

Please direct all questions to internships@foundationpr.org

To learn more about FPR please visit us at: <http://foundationforpuertorico.org> and follow us on Facebook, Twitter, and LinkedIn.