



**THE CENTER FOR WOMEN & FAMILIES  
OF EASTERN FAIRFIELD COUNTY, INC.**

753 Fairfield Avenue  
Bridgeport, CT 06604  
(203) 334-6154

**INTERNSHIP OPPORTUNITY**

**Title: Accounting / Finance Intern**

**Summary**

Assist Director of Finance with basic accounting and finance functions and gain experience with non-profit financial operations.

**General Responsibilities**

- Assist in preparation of monthly cash flow analysis
- Provide financial analysis and projections
- Inventory agency fixed assets
- Assist in accounts payable and general ledger entries

**Required Qualifications**

- Candidate for bachelors degree in accounting, finance, business administration, or related field
- Proficiency in Microsoft Word and Excel, and ability to learn new software
- Excellent verbal communication skills
- Superior organizational skills