



**Job Title:** Accounting Intern

**Reports To:** Chief Financial Officer

**Status of Position:** Part Time (20 - 25 hours / week)

All Roads (formerly Boulder Shelter for the Homeless) has been a fixture in the community since 1982, providing a bed, meals, services and dignity to those experiencing homelessness in our community. Our mission is to create avenues to stable housing for our community's homeless adults, from a foundation of safe shelter and supportive services. All Roads has a strong culture of collaboration, communication, creativity, compassion and support, which yields an inclusive and engaging dynamic within the organization.

**Outline of Key Duties:**

- Prepare accounts payable workpapers, download invoices
- Prepare invoicing and deposit workpapers for import into the accounting software
- Code credit card transactions
- Prepare and distribute manual checks
- Generate and review department reports for grant invoicing
- Support audit activities
- Perform other special projects as needed and capacity allows

**Qualifications & Skills:**

- Accounting experience or completed accounting courses required.
- Self-starter able to meet deadlines, adapt to changing needs and think creatively.
- Attention to detail; able to work with limited supervision as a member of a team.
- Proficient with Excel (pivot and VLOOKUP tables).
- Effective oral and written communication skills.
- Physical Demands: This position works in an office setting routinely using standard office equipment such as computers, phones, photocopiers, and filing cabinets. It is primarily sedentary physical work requiring the ability to lift a maximum of 20 pounds.

All Roads is an Equal Employment Opportunity Employer

**Compensation:** \$21-\$23 per hour, depending on experience and qualifications.

Benefits include Paid Time Off, paid sick leave and a subsidized Eco Pass. The position is ineligible for health, dental, life insurance, or retirement benefits.

**Apply:** send resume and cover letter to Sandy Halin Adams, [sandy@allroadsboco.org](mailto:sandy@allroadsboco.org).

Colorado Residents: In any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.