



# *Looking for an Accounting Internship?*

## *About the Humanitarian Service Project*

The Humanitarian Service Project is an Independent Non-Profit located in Carol Stream, Illinois that serves people living in poverty who reside in DuPage and parts of Kane Counties. Through HSP's five programs, HSP provides for the nutritional support and other needs of the members of our Community.

HSP's programs offered include:

- Senior Citizen Project
- Children's Project
- Christmas Offering

More information can be found at  
**[humanitarianservice.org](http://humanitarianservice.org)**.



To Apply:  
Email Resume to [hsp@humanitarianservice.org](mailto:hsp@humanitarianservice.org)  
Phone: 630.221.8340

An Accounting Internship with the Humanitarian Service Project (HSP) will provide you valuable accounting experience, and allow you to serve disadvantaged people.

### ***Accounting Interns will:***

- Be supervised directly by and assist HSP's CFO with accounting tasks.
- Use spreadsheets and standard accounting software.
- Complete bank reconciliations.
- Prepare Gift-In Kind (GIK) entries.
- Post monthly journal entries:
  - Payroll
  - Cash Receipts
  - Disbursements
  - Gift-In-Kind
  - Donated services
- Organize records for annual audit.
- Prepare for federal tax return.

