

Finance/Accounting Internship:

Reporting directly to the Chief Financial Officer, the Finance/Accounting Intern will be a valuable member of a small and fast-paced team, assisting with responsibilities ranging from day-to-day accounting and finance tasks to key projects and initiatives. Responsibilities are tailored to the intern's interests and skill set, but primary tasks include gathering and compiling financial updates from portfolio companies, building special reports, and posting transactions in Quickbooks..

Responsibilities:

- Compile portfolio company financial updates to be shared with the NCV management team, portfolio support member committee and NCV investors, as appropriate
- Conduct portfolio company F/S analysis to identify trends
- Assist with the execution and refinement of new portfolio company onboarding
- Post capital calls and cash transactions in QuickBooks
- Complete special projects (eg file Assets Under Management (AUM) report)
- Help with various investment fund accounting functions
- Update NCV data with Angel Capital Association
- Download, store and organize sensitive financial information in Google Drive
- Support accounting team members
- Other related duties as assigned

Qualifications:

- Working toward an undergraduate or graduate degree in accounting, finance, business or other related fields
- Understanding of basic accounting principles
- Interest in finance, accounting and how a business should effectively function
- Self-starter with the ability to work autonomously and with limited direction while effectively managing multiple projects concurrently
- Strong organizational skills
- Ability to handle confidential and sensitive materials
- Flexible, assertive, and collaborative team player
- Excellent interpersonal skills and professional standards
- Great tenacity in seeing projects through to completion
- High tolerance for ambiguity and uncertainty
- Must be punctual, responsive to requests and able to meet deadlines
- Strong proficiency with Excel and Google Drive (Docs, Sheets, Slides)
- Familiarity with Adobe, Word and PowerPoint

We welcome applications throughout the year and our internships typically range from three to five months. Summer interns are expected to start no later than May 31st, 2021, but NCV will be flexible should a candidate have availability to start earlier during the Spring.