**Bonagany Inc. Overview**

The Non-Profit 501-C “BonaGany, Inc.” was created to help foster a positive relationship between Saint Bonaventure University (SBU), its students, and their Allegany community. We are certain that both Allegany and SBU benefit greatly from their shared existence and prosperity. Our goal is to nurture that shared prosperity. Our student interns support that mission by assisting in all aspects of BonaGany, Inc. These Interns apply classroom learning to real-world work experiences that support SBU’s values of compassion, wisdom, and integrity.

A strong emphasis is placed on providing community service projects for SBU’s on/off-campus housing students. These service projects allow students and community members an opportunity to work side by side with each other. Interns market, organize, oversee, and then publicize our community service projects. Interns also provide diverse services to other local non-profits which can include but not limited to website development, marketing, communications, and accounting. Our Interns and community service projects are the glue that keeps BonaGany together.

**Our goals are many and our opportunities are limitless****! Intern Stipend $20 per hour.**

**Accounting Intern - Job Description**

We are looking for a driven Accounting Intern with an understanding of GAAP and financial principles. Under the supervision of a CPA Mentor, Interns can expect to utilize bookkeeping software to assist in the preparation of a private foundation federal 990-PF tax return along with a N.Y. Char 500 annual charity return. Interns will prepare journal entries and complete financial reports.

**Responsibilities:**

* Recording and maintaining accurate and complete financial records.
* Preparing financial reports, such as balance sheets and income statements.
* Working with bookkeeping software. Interns have their own Quickbooks Online account which is overseen by their mentor.
* Handling sensitive personal information with honesty and integrity. The Intern candidate will be required to sign a confidentiality agreement to emphasize the importance of this responsibility.
* Assist in ad-hoc work that arises through the course of operations.

**Requirements:**

* A current S.B.U. Cumulative GPA of 3.00+ or a Core GPA of 3.25+ as a business major.
* A strong understanding of accounting and financial principles.
* Aptitude for math and proficiency with computers.