



POSITION ANNOUNCEMENT

2010 Accounting Intern

Learn new skills and put your college education to work! Join a team that is willing to customize your internship relevant to your education, skills and interests! The National Center for Appropriate Technology (NCAT) is looking for a qualified student to work in its headquarters in Butte, Montana.

Opportunities: Gain an understanding of non-profit mission-based business, a familiarization working with a job-cost accounting system, and hands-on experience of various accounting functions. Take advantage of an opportunity to learn about government accounting standards, indirect and direct costs, and job-cost accounting. It will also be an opportunity to practice proper decision-making and accounting ethics. It is NCAT's intent that this internship is a positive and rewarding experience for the student while fulfilling a need and requirement for the company.

Qualifications: The internship is available to a qualified currently enrolled college student. The successful candidate will need to have good written and verbal communication skills and a high level of computer skills including proficiency in Word and Excel. The successful applicant will also need to interact with the public and NCAT staff in a professional manner. The ability to work independently and to manage multiple tasks is required.

Responsibilities: Responsibilities include the following. Other duties may be assigned.

- Assist with invoicing projects/clients
- Assist with reconciliations of bank statements
- Assist with month-end general ledger reconciliations
- Assist with monthly project reporting
- Assist with fixed asset monthly depreciation
- Assist with various accounting department projects

Compensation: \$9.00/hr. The position is part time and we are willing to work around your school schedule.

Deadline for applications: February 12, 2010 or until a suitable candidate is selected.

Application Process: All applications must include a cover letter, a current resume and a completed and signed NCAT intern application form. Cover letter must highlight experience and skills relevant to the position. NCAT intern application forms are available online at www.ncat.org or from our Personnel Office. Incomplete applications will not be considered. Send or bring completed application materials to:

Jerrid Burk, NCAT Human Resource Specialist
P. O. Box 3838
Butte, MT 59702

e-mail: @ncat.org

NCAT values diversity and encourages minority and women applicants to apply. For additional information about NCAT please visit our website at .ncat.org.

It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to race, sex, creed, color, national origin, age, religion, marital or veterans status, disability, sexual orientation, or political affiliation.

NCAT Regional Offices:

- P.O. Box 3657 ~ Fayetteville, AR 72702
- 53020 Hitchcock Ave. ~ Lewis, IA 51544
- P.O. Box 2218 ~ Davis, CA 95617
- 48 Church Road ~ Shavertown, PA 18708
- P.O. Box 1435 ~ Hammond, LA 70404