

Seasonal Internship Opportunity

2025 Summer Intern, Accounting & Finance

Overview: Seeking candidates majoring in business, accounting, or finance. However, any major with a strong interest in accounting or non-profit operations will be considered. A 3.0 GPA or higher is preferable. Rising seniors or recent graduates are preferred.

About The Economic Club of Washington, D.C. Established in 1986, the Economic Club is a non-profit, non-partisan organization created to strengthen ties among the diverse and growing business community based in the Washington, D.C. region. The Economic Club promotes global awareness of the pivotal role Washington plays in the national and world economies. Its goals are twofold: to provide a prominent forum where global leaders can share their insights about major issues of the day; and to promote a robust peer community for the area's top executives. Today, the Economic Club has nearly 1,000 members representing businesses and organizations operations all over the United States and abroad. Learn more at www.EconomicClub.org.

Job Description: The Economic Club welcomes applicants interested in a full-time, hybrid internship working with our Accounting & Finance Team. An internship with the Economic Club provides an excellent opportunity to gain career experience in a non-profit environment while developing your technical skillset. Furthermore, this is an excellent opportunity for those considering a future career in Washington, D.C. The core of this internship is accounting and non-profit operations, but the Summer Intern will work with all departments and occasionally attend Signature Events, so they will gain insight into how the Economic Club operates at all levels. The Accounting Department's goal for this summer is to teach the Intern all the foundational skills they'll need to succeed in a permanent role as Staff Accountant.

Responsibilities Include: We are currently searching for interns to support our Accounting & Finance Team. Please note, this internship will be hybrid. Examples of accounting tasks and projects:

- Processing expenses for event vendors, scholarships, etc.
- Creating monthly expense reports
- Assisting with payroll for the Summer Internship Program
- Creating reports on financial data for the Education Department
- Aiding the Senior Accountant with monthly close tasks
- Aiding the Chief Finance and Accounting officer with various projects

Accounting work is cyclical. When there is less accounting work to be done, the Summer Intern will aid the membership team. Some examples of projects from the membership team include:

- Data & Analysis: assist the membership team with updates to our database and providing analyses of membership trends.

- Research: assist the membership team with research into current and prospective members of the Economic Club.
- Member Relations: assist the membership team with preparing onboarding materials for new members to introduce them to Economic Club programming and benefits of membership.

The Economic Club will teach all necessary technical skills to be successful as an Accounting Intern. Excel experience required.

How to Apply:

- Please submit resume and cover letter that notes why you are interested in this internship. Send to HR@economicclub.org with the subject line "Internship Application – Accounting".
- Final candidates will be asked to participate in a phone and/or video interview.
- Email HR@economicclub.org for any questions.

FAQ

- Where are the Economic Club offices?
 - o Our offices are located at 1601 K Street NW, Washington, DC 20006. Public transportation (metro and bus) are located nearby.
- Are internships with the Economic Club paid?
 - o Yes – the Economic Club provides hourly compensation for interns.
- Can I use this internship for course credit?
 - o Please consult with your school advisors to determine if this internships opportunity is eligible for course credit and what forms would need to be completed. Please note this during the interview process.
- When are interns selected?
 - o Internships with the Economic Club occur on a rolling basis. Further details will be provided during the interview phase.