

Job title: Intern Assistant

Job location: 65 East Main Street, Beattyville, KY (but some items can be done remotely)

Hours per week: 15 to 20 (Monday thru Friday) at \$9.50 per hour

Job description: Intern will assist with accounting duties including bank reconciliations, check postings, accounts receivable collections, and audit and financial reporting preparation. They will also assist with website updates, social media postings, grant reporting, marketing brochure development, newsletter preparation, and annual report design and creation.

The organization has been in operation since May 1993 with the primary emphasis on creation of affordable housing through homeownership, homeowner repairs, rental development and administering rental assistance vouchers.

The website is [beattyvillehousingky.org](http://beattyvillehousingky.org)