



Accounting and Administration Intern

Status: Paid, part-time, non-exempt, 14-21 hours/week in Summer 2025

Reports to: Accounting Manager

The Statue of Liberty-Ellis Island Foundation seeks a part-time Accounting and Administration Intern. This is a chance to work with a successful nonprofit Finance Team as they undertake the annual audit, explore potential process efficiencies, and investigate system upgrade options. The non-profit Foundation, one of the most successful public-private partnerships in the country, is excited to welcome its fourth class of summer interns.

Core responsibilities:

Accounting

- Support basic Accounts Payable and Accounts Receivable functions.
- Assist with annual financial audit requests and documentation.
- Enter investment activity from monthly statements into spreadsheet tracker.
- Assist with integrating budget data into the accounting system.
- Within given guidelines, research and recommend potential accounting system options.

Administration

- Assist with digital file organization.
- Update process and system documentation.
- Research and document potential opportunities to utilize AI for basic Foundation functions.

Qualifications:

- Bachelor's degree (held or currently pursuing) or equivalent experience in accounting/finance, business, or related field.
- Passionate about the Foundation's mission and the areas of immigration, genealogy, historic preservation, and parks.

Skills:

- Strong verbal and written communication skills
- Detail oriented and organized
- Excellent time management skills and self-initiative, comfortable working both collaboratively and independently
- Strong knowledge of Excel/Microsoft Office

Logistics:

- This internship pays \$16.50-\$16.50/hour for 14-21 hours/week for 10-14 weeks between Memorial Day and Labor Day, 2025.
- The work hours will generally be weekdays between 9am and 5pm.
- This position will mostly work in the Foundation's offices in Manhattan (17 Battery Place) but will also include occasional time spent on Ellis Island; ferry transportation would be provided free of charge. 1-2 days/week of remote work may be possible.
- Interns will take part in select offerings coordinated by staff, including tours of Liberty and Ellis Islands. Interns will join monthly All Staff meetings, presenting their accomplishments at the end of the program.



Application Process:

- Please email a one-page cover letter and resume to: careers@libertyellisfoundation.org with the job title in the subject line. Each file name should begin with the applicant's last name.
- Final decisions about applicants are tentatively expected by early March.
- No phone calls, please.

About The Statue of Liberty-Ellis Island Foundation (www.LibertyEllisFoundation.org)

The Statue of Liberty-Ellis Island Foundation is a non-profit that collaborates with the National Park Service in one of America's most successful public-private partnerships. In 1982, President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. The Foundation has since created the Ellis Island National Museum of Immigration, constructed the Statue of Liberty Museum, maintained museum exhibits, and funded hundreds more projects on the islands. The organization also developed the free 65-million-record Ellis Island Passenger Database. This resource is available free online and in person at the American Family Immigration History Center at Ellis Island, which is managed by the Foundation. Follow the Foundation @StatueEllisFdn

The Statue of Liberty-Ellis Island Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.