



Small Business Bookkeeping Support Intern (Part-Time)

Hours: 20 hours per week

Duration: 10-week period between June 1, 2026 and August 28, 2026

Reports To: Program Director/Small Business Program Manager

About Valley Community Development

Valley Community Development (Valley) builds social equity by expanding housing and small business opportunities. Through its Small Business Program, Valley works to strengthen the small business economy across western Massachusetts, with a focus on Hampshire, Franklin, and Hampden counties.

The program provides technical assistance to small and micro-business owners through one-on-one advising, cohort-based training, and skill-building workshops. Financial management is a key part of this work, helping business owners build systems that support stronger operations and informed decision-making.

Position Overview

Valley is seeking a motivated undergraduate student to support small business owners in establishing and maintaining basic bookkeeping systems. This internship is ideal for a sophomore or junior interested in accounting, finance, entrepreneurship, or small business development.

The intern will work with 3–5 small business clients to set up bookkeeping systems and help owners understand how to manage their financial records. The goal is to ensure each business owner has a functional system and the knowledge needed to use their financial information to guide business decisions.

Responsibilities

- Set up bookkeeping platforms using QuickBooks or Wave
- Connect bank and credit card accounts for transaction tracking
- Create and organize a chart of accounts appropriate for each business

- Teach business owners how to enter and categorize transactions
- Assist with monthly bank and credit card reconciliations
- Generate and review basic financial reports with business owners, including profit and loss and expense summaries
- Help owners understand how to read reports and use financial information in decision-making
- Document basic bookkeeping processes so owners can maintain records independently

Final Deliverables

- Bookkeeping systems set up for 3–5 small businesses
- Organized chart of accounts for each client
- At least two months of reconciled financial records
- Basic financial report package for each business
- Simple bookkeeping guidance for owners to continue managing their records

Ideal Candidate

- Rising junior or senior
- Interest in accounting, finance, entrepreneurship, or small business operations
- Strong attention to detail and organization
- Basic familiarity with Excel or financial spreadsheets
- Comfortable working with small business owners and explaining concepts clearly
- Interest in learning bookkeeping software such as QuickBooks or Wave

Application Process

Please email Sarah (ss@valleycdc.org) your resume and responses to the questions below, do not send a cover letter. Valley will begin reviewing applications on a rolling basis.

1. Why do you want to work at Valley Community Development?
2. What is your experience providing bookkeeping services to small businesses if any?