



BridgePoint Housing

Address: 3750 Hacks Cross Road, Ste. 102-317, Memphis, TN 38125

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Position: Accounting Intern

Company Overview:

BridgePoint Housing is a Memphis-based transitional housing program serving justice-involved individuals as they reintegrate into the community. Our program emphasizes structure, accountability, and employment to support long-term stability and independence.

Job Summary:

The Accounting Intern will support financial organization, tracking, and reporting within a growing nonprofit-focused housing program. This role is ideal for a detail-oriented student interested in gaining hands-on experience in budgeting, expense tracking, and financial operations.

Responsibilities:

- Assist with tracking expenses, invoices, and payments
- Support basic bookkeeping and financial record organization
- Help maintain and update financial spreadsheets and reports
- Assist with budget tracking for program operations
- Organize receipts, documentation, and financial files
- Support preparation for audits or financial reviews

Qualifications:

- Student majoring in Accounting, Finance, or related field
- Strong attention to detail and accuracy
- Basic understanding of accounting principles
- Proficiency in Excel or Google Sheets

Education:

- Enrolled in an Accounting, Finance, or related degree program (required)

Benefits:

- Hands-on experience with real-world financial operations
- Exposure to nonprofit budgeting and program funding
- Opportunity to build practical accounting and reporting skills
- Professional mentorship and resume-building experience
- Flexible scheduling based on academic commitments

To Apply:

Please scan the QR code below to submit your resume and a brief statement of interest to

admin@bridgepointcentermemphis.com

