



### Business Office

Gateways Community Services is a private non-profit corporation created in 1981 to establish and maintain programs and services which promote growth and independence for individuals with developmental disabilities. Gateways provides services to 2,200 individuals. We support persons with disabilities, individuals with chronic illnesses, families coping with autism, and elders in need of care. Gateways Community Services welcomes all students who share an interest in our mission and possess a sincere interest in learning more about our agency and the work we do.

**Internship Opportunity:** Depending on skills and interests, an intern would have the opportunity to learn how to do journal entries, contract confirmation for audit reconciliation, invoice processing, balance sheet reconciliation, credit card reconciliation and learn the rep payee process, Medicaid benefits and billing, Lytech billing and Solomon accounting software for four separate business companies.

**Skills/Personal Attributes:** Basic accounting skills, knowledge of Excel and the internet are essential. Knowledge of accounting software, particularly Solomon is a plus. This is an ideal position for someone who is a team player but who can work independently, take initiative and is able to meet deadlines. A person who is customer service oriented, values diversity and works well with a variety of people will have a lot of opportunities with this internship.

**Seeking students majoring in or having an interest in:** accounting, finance, business management, hospital and non-profit management

*Most internships are available year around to accommodate college/university schedules for interested and qualified students.*

For additional information, visit us at [www.gatewayscs.org](http://www.gatewayscs.org) or contact:  
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*Caring for our Community All Day. All Day. Every Day. For a Lifetime*