



Finance & Accounting Academic Internship

Golden Gate National Recreation Area; Hybrid (virtual and in-person)
Part Time (2-3 full days/week), Summer 2026
Available only to students currently enrolled at COM, CCSF, and SFSU

Organization Description:

Since 1981, the Golden Gate National Parks Conservancy (Parks Conservancy) has served as the nonprofit partner of the National Park Service, collaborating with the Presidio Trust, partners, donors, and the community to support the Golden Gate National Recreation Area (GGNRA). The GGNRA stretches across three Bay Area counties north and south of the Golden Gate Bridge and includes iconic places such as Muir Woods National Monument, Fort Point National Historic Site, Alcatraz Island, Crissy Field, Mori Point, Lands End, and the Presidio of San Francisco.

The Parks Conservancy engages at the intersection of national park sites, local communities, social justice, and climate resilience. Collaborating with partners, our staff are dedicated to enhancing public awareness and providing volunteer and educational opportunities in the parks. We are park builders, caretakers, ambassadors and educators, all working to connect people to parks in support of our vision *Parks for All Forever*. Join us.

Branch/Unit Description:

The Finance & Accounting branch is a team of 10 staff responsible for all fiscal functions, including the development, interpretation, and administration of the Parks Conservancy's policies and processes on finance, treasury management, financial and accounting systems, financial reporting, internal controls, budgeting, financial planning, auditing and tax reporting.

Internship Overview:

The Finance & Accounting Intern will have an opportunity to learn about the full cycle of finance and accounting within a dynamic non-profit organization with a \$60M budget. The intern will

rotate through the various functions of the branch to learn the fundamentals of non-profit fiscal management – budgeting, accounting, accounts payable, revenue recognition, grant billing, insurance, cash and investment management and finance policy evaluation. The internship will involve a mix of training, performing hands on tasks, observing/participating in meetings and working on small projects independently.

This position is in Fort Mason, San Francisco. The start date for this position is June 2nd, 2026, with an end date of August 14th, 2026. Work is performed Hybrid (virtual and in-person). The work schedule for this position is likely 2 days per week, 9 am- 5 pm, Wednesdays and one other day that can be flexible week to week. Interns must be able to work in half-day or full-day increments. Interns must have a Social Security Number or an Individual Taxpayer Identification Number to receive a stipend. This position is only available to students currently enrolled at College of Marin, SF State University, and City College of San Francisco.

Reports To: Accounting Manager

Learning Objectives:

- Understand the fundamentals of non-profit accounting, including the distinction between restricted and unrestricted net assets.
- Develop an understanding of the organization's annual budget process.
- Assist with budget-to-actual reporting and learn how to interpret variances.
- Learn how program budgets align with grant and donor restrictions.
- Learn the basics of fund accounting and how grants are tracked and reported.
- Learn to read and understand key nonprofit financial statements and understand how financial information supports programmatic and strategic decision-making.
- Develop professional communication skills with finance staff and program teams.
- Build proficiency in common accounting software and spreadsheet tools.

Essential Functions and Responsibilities:

The internship responsibilities may include but not be limited to:

- Attending budget meetings and performing budget analysis, helping to create the FY27 organizational budget.
- Assisting with various accounting functions such as accounts payable, revenue recognition, grant billings and account reconciliations.
- Research and preparing updated financial policies and/or process documentation
- Performing various financial analysis projects
- Assisting with the annual insurance renewal process, collaborating with Operations
- Managing data collection for a sustainability project we are doing in partnership with NPS
- Attending field trips to park sites to learn about the unique financial and operational needs of our various business units and programs.

Knowledge, Skills, and Abilities:

- Basic knowledge of accounting (i.e. debits and credits, chart of accounts, familiar with financial statements)
- Proficiency in Excel
- Demonstrated interest in the field of finance & accounting

Health and Safety:

It is the goal of the Parks Conservancy to create and maintain a safe and healthy workplace. We work to mitigate hazards and risks that may cause harm to employees, consistent with state and federal laws. Employees play an active role in creating a safe and healthy workplace and are expected to comply with all applicable health and safety rules.

Physical Requirements and Work Environments:

Ability to work in an office setting, at a desk, sitting or standing, in front of a monitor for extended periods of time.

Terms of Position

- Start Date: June 2, 2026
- Hybrid (virtual and in-person)
 - Work site: This will be a hybrid internship with some days in the office (Fort Mason), some days remote, and a few days in park sites.
- Work Schedule: June 2nd - August 14th (11 weeks total)
- Intern must be able to work in half-day or full day increments
- Intern must have a Social Security Number or an Individual Taxpayer Identification Number to receive stipend
- Available only to students currently enrolled at College of Marin, SF State and City College of San Francisco

Benefits

- Opportunity to attend trainings and workshops on a variety of topics including resume building and interview skills, history, flora and fauna of the GGNRA, mapping and monitoring, computer skills, and much more

- Opportunity to enjoy the scenery, wildlife and cultural resources of a spectacular National Park
- Opportunity to work with staff and volunteers from diverse backgrounds that share a common interest in preserving and protecting our natural lands while engaging the next generation of park stewards
- Opportunity for personal/professional development days to pursue an interest, including training and education days in various departments within the Park Service and Parks Conservancy
- Two-hundred and fifty dollars (\$250) per week taxable stipend plus academic credit available
- Uniforms will be provided

Position Contact and How to Apply

To apply for this position, please [submit an application](#) by March 15, 2026. For questions regarding the Academic Internship Program, please reach out to internships@parksconservancy.org.

Application Deadline Date: March 15th, 2026

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Golden Gate National Parks Conservancy is an Equal Opportunity Employer. Recruitment, placement and promotions are conducted without regard to an individual's race, color, religion, sex, national origin, age, physical handicap, veteran status or sexual orientation, or any other classification protected by Federal, State, and local laws & ordinances. We will consider qualified candidates with criminal history in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All qualified applicants are encouraged to apply.

