

Finance and Operations Internship

Status: Internship, Part Time

Reports to: Chief Financial & Chief Operations Officer



Do you love working with the numbers that make an organization run? Are you the type of person that loves to help other people find solutions to their problems? Do you want to learn how an organization is run from behind the scenes? If so, this exciting internship is tailor made for you!

General Job Description

Under the direction of the CFO/COO, the Finance and Operations Intern is responsible for providing assistance in the day to day financial execution for the organization. In addition, the intern will assist in ensuring the office staff remains compliant with the employee handbook.

DUTIES AND RESPONSIBILITIES

Finance Coordination

- Assist the CFO/COO with tasks as assigned
- Track income and expenses in Quickbooks
- Assist with budgeting
- Reconcile bank accounts and credit card
- Maintain finance file cabinet

Operations Coordination

- Update and administer employee handbook
- Schedule, prepare for and follow-up on designated meetings including agenda, meeting reminders, room reservations and minutes
- Assist in managing employee requests
- Organize and create efficiencies including (files, binders, processes)

Qualifications:

- Strong oral and written communication skills
- Demonstrated competence using office productivity applications, such as Microsoft Office tools data bases, website applications and evaluation tools
- Discretion, good judgment, personal motivation and the ability to work independently demonstrated attention to detail
- Able to handle multiple assignments and tasks
- Strong organizational abilities