



## **Finance & Accounting Intern**

**Location:** Main office

**Time:** 15-20 hours a week Monday through Friday (Schedule is Flexible)

**Commitment Level:** Minimum of a semester long commitment

### **Volunteer Duties**

Kids Incorporated is seeking data-driven, business-minded, results-oriented Finance & Operations Intern to work with us this semester. We are looking for candidates in accounting, finance or information systems with a strong desire to exceed expectations.

Interns will work with the Chief Financial Officer and staff to assist with:

- Financial Preparation & Analysis: purchase orders, invoices, bank statement reconciliations, etc.
- Procedures: implementing new systems & procedures, compliance requirements, etc.
- Data reports & entry: maintaining vehicle logs, inventories and supplies, etc.

### **Skills Required**

Must be a student currently enrolled or interested in Finance, Accounting, Economics, or related discipline, in an undergraduate or graduate degree program at an accredited 4 year university.

Professional Skills:

- Understanding of accounting concepts
- Experience with computer programs (Paychex, Excel, Word, etc.)

Personal Skills:

- Exceptional communication skills
- Accuracy, organization, and attention to detail
- Dependability and strong team player and have trustworthiness
- Capability to manage multiple projects and assignments with deadlines

### **Additional Requirements**

- Standards of Conduct
- Affidavit of Good Moral Character
- Child Abuse & Neglect Reporting
- Photo/Video Release Form
- Volunteer Application
- Confidentiality Statement
- Volunteer Affidavit
- Requirements Acknowledgement
- Acknowledgement of Receipt of Handbook

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