



Intern Job Description

Intern Position Title: Finance Intern

Purpose/objective: This individual will support the Finance Director with all aspects of Non-Profit Finance and Accounting. Candidates should be comfortable using Excel. This is a non-paid position.

Location: UMWC 1390 Capital Blvd. Raleigh, NC 27603

Key responsibilities: (Include, but are not limited to)

1. Assist with Accounts Payable activities
2. Assist with logging deposits from various revenue sources, such as Facebook
3. Assist with gathering the financial data needed for grant submissions
4. Assist with submitting grant payment requests to various government agencies
5. Gain experience working in QuickBooks
6. Gain exposure to all aspects of working in a Non-Profit environment

Skills & Interests: Non-Profit Accounting, General Accounting, Grant Writing and Administration

Time commitment: One, 4 hour shift per week

Schedule: Available shifts between the hours of Monday–Thursday from 9am-5pm

Training/Support Provided: Candidate will have the opportunity to sit with the Director of Finance and Accounting Specialist and be exposed to real world examples of the day to day activities that go on in a Non-Profit finance department.

Benefits: Learn the world of not for profit accounting and how it differs from the rest of the accounting disciplines.

Intern Supervisor: UMWC Finance Director