

Job Description

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| Job title | Finance Intern |
| Department(s) | Finance |
| Reports to | Chief Financial Officer |
| Division | Finance |

Position Overview

Primary intent of the financial internship is to provide a hands-on, comprehensive overview of the Accounting/Finance department. The intern will participate in all on-going department functions and be responsible for various special projects under the direction of the Chief Financial Officer or Controller.

Essential Job Functions

* Maintain General Ledger by executing all transactions relevant to the accounting cycle (journal entries, reconciliations, monthly close).
* Perform monthly account reconciliations.
* Produce departmental expense to budget reports and perform variance analysis.
* Receive hands-on overview of Data Processing ministry and become proficient with donor database.
* Assist in financial reporting
* Assist in budgeting process
* Develop and maintain policy and procedures manual for Finance

**Qualifications**

* Concise biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior.
* Maintain an exemplary Christian life.
* Pursuing a Bachelor’s of Business Administration with a concentration in Accounting or Finance and has completed accounting coursework through Intermediate Accounting.
* Proficient in Microsoft Office software, especially Excel.
* Working knowledge of a proprietary accounting or database software a plus but not required.
* Strong technology aptitude; ability to understand and utilize software and networks.
* Ability to work independently and see a project to completion.
* Creative approach to problem solving.
* Detail oriented.

**Spiritual Qualifications**

* Professes Jesus as Lord and Savior
* Believes the Bible to be the inspired, infallible, & ultimate authoritative Word of God (II Timothy 3:16; II Peter 1:21)
* Patterns life after the example of Jesus and the commands and principles found in the Bible
* Desires to serve the Lord in the ministry of rescue

**Disclaimer**

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 personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **HR use only** | |
| Management? (Yes/No) | N |
| E/NE status | E |
| Last revised | February 2014 |