



Sarah's Circle

Helping Women Rebuild Their Lives

Position Title: Administrative/Development Intern - Unpaid
Reports To: Finance and Facilities Manager and Donor Relations Manager
Department: Administration

Summary

The Administrative/Development Intern will assist the Finance and Facilities Manager in analyzing financial statements, developing cash forecasting reports, researching purchasing options for the organization, government contract budget management and other administrative duties. The Intern will also work with the Development Associate with appeal, event and donor data base related functions.

RESPONSIBILITIES

Ongoing Tasks Include:

- Updating monthly cash flow
- Performing cost analysis for pricing options for vendors and products
- Updating city voucher schedule to reflect payments billed for and received
- Assisting with budget development
- Assisting the creation of a five year cash flow projection of an entire organization
- Annual appeal related tasks
- Donor database management
- Assisting with event preparation

Benefits Include:

- Attend Finance Committee meetings Development and Board of Directors Meetings
- Networking Opportunities
- Gaining a first-hand understanding of how Nonprofits interact with the local and federal government
- Developing advanced knowledge of Microsoft Excel
- Gain a working knowledge Fund EZ and QuickBooks Accounting systems
- Develop a further understanding of financial statements
- Acquiring quantitative and qualitative skills for use in a nonprofit organization

Qualifications:

Education:

- Junior/Senior year college student with degree involving: Business Administration, Accounting, Finance, Management Information Systems, Management, or Nonprofit Management
- A proficient understanding of Microsoft Excel and Microsoft Word is preferred.

Health and Safety Requirements/Instructions:

- Position requires the ability to lift approximately 20 lbs when receiving food and other donations or taking boxes in and out of storage.
- Employees are advised on OSHA standards through required signage and administrative updates as compliant with federal law.

***This job description is not intended to be all inclusive and employee may perform other duties as assigned.*

Business Manager