



20 Delatour Rd  
Watervliet, NY 12189

## **Financial Intern**

**Campus: Central Support**

**Team: Administration Team**

**Financial Intern Reports to: Director of Administration**

**Position Status: Temporary Part Time Internship (20 Hours a week)**

**Time Frame:** Mid May 2018 to Mid August 2018.

The Central Support Administration Team is looking for summer interns to learn and gain experience with church finances for a large, multi-site church.

Must be in college or graduate school obtaining a degree in a related field.

*Specific Responsibilities: Responsibilities include but are not limited to the following:*

- 1. Accounts Receivable**
  - Assist with weekly offering reporting.
  - Maintain and update PCO database records as needed.
  - Count and record ministry money received each week.
  
- 2. Accounts Payable:**
  - Review and Process expense submissions
  - Process weekly checks
  - Mail out weekly checks.
  - Prepare expense submissions.
  - Monthly Credit Card Payments
  
- 3. General Business Office Management**
  - Various duties as determined by the Director of Administration based on needs and aptitude.
  
- 4. Coaching and Mentoring**
  - As part of this internship, the Financial Intern will work closely with the Director of Administration to learn about the operations of the Administration Team.
  - Attend meetings with Director of Administration.
  - A learning development plan will be created at the beginning of the internship to ensure intern will meet all learning goals for internship.