



Job Description

Job Title: Finance Intern
FLSA Classification: Exempt
 Non- Exempt
Compensation: \$15/Hour
Department: Administration
Reports to: Director of Finance & Operations

Summary

The Finance Intern will support activities including, but not limited to administrative duties, data entry, and data analytics. The Intern will begin to learn how to maintain, consolidate and present financial and program data. He/she will begin to understand how Generally Accepted Accounting Principles (GAAP) and practices are integrated into the day-to-day business environment of Non-Profit Accounting.

Essential Duties and Responsibilities

Responsibilities	
Accounting	
Assist in finance activities including cash receipts, bank deposits, reconciliation of bank, credit cards, and investment accounts using accounting software program	
Assist in processing accounts payable using accounting software program, including classification of invoices for payment and processing check requests in accordance with the organization’s finance and financial policies and internal controls	
Maintains vendor accounts. Verifies independent contractor taxpayer identification with updated W9- forms are on file.	
Assists in revenue processing using accounting software program, including classification of cash, checks, and credit cards as defined revenue types, allocates by program.	
Provide clerical and administrative support to management as requested	
Data Analysis	
Assist with finance and program staff, developing program data-support impact analysis	
Other	
Attends and participates in assigned organizational meetings and activities, including special events	
Complete other tasks and duties as assigned in support of the Health Trust mission	
Hours Expected	20 hrs/week



Knowledge, Skills and Experience

- Accurate and efficient data entry, high level of integrity, accuracy, dependability, enthusiasm and confidentiality
- Knowledge of bookkeeping and GAAP a plus
- Computer skills, Proficiency in spreadsheets a plus
- Naturally friendly, punctual, professional self-starter who enjoys being part of a team that thrives on helping others to support local healthcare delivery

Physical Demands and Use of Machines, Tools and Equipment

- Seldom (1–5%): reach above shoulders
- Occasionally (6-33%): bend, twist, push, pull, climb, squat, crawl, kneel, use copier, and filing cabinet drawers & locks
- Frequently (34-66%): sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; and use telephone
- Continuously (67-100%): use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 5 lbs); use writing instruments, computer

Work Environment

- Approximately 70% of the time performing job duties is spent indoors, within a standard office or clinic environment
- Approximately 70% of the time is spent on the computer
- Approximately 50%-70 of the time is spent interacting with colleagues and community members
- Noise level in the work environment is usually moderate
- The temperature of the work environment is moderate, and ranges from 65 – 80 degrees

Travel Requirements

The Intern Job requires very limited local travel.

Acknowledgement

The Intern Job description is designed to outline the essential job functions of this position. It is in no way a contract of employment between the Community Health Trust and the employee. The information contained in this document may or may not be used in performance reviews, salary reviews, or promotion considerations. Job duties, responsibilities, and/or qualifications of this job may change throughout the course of employment as directed by the management of the Community Health Trust.



**COMMUNITY
HEALTH TRUST**
of Pajaro Valley

Intern Signature

Date

Intern Name - print

Manager Signature

Date

Manager Name - print