

Academic Year 2020 - 2021



CAMP FIRE SAMISH

1321 King Street #3 Bellingham, WA 98229
Phone: (360) 733-5710 Fax: (360) 733-5711

Position Title: Finance Intern

Day/Hours: 10 weeks during fall, winter, spring and/or summer quarter
10-20 hours per week. FLEXIBLE schedule

Compensation: For college credit (will complete all required paperwork)

Reports to: Primary - Chief Operations Officer

Position Summary: While acquiring valuable skills and executing the essential functions of this position, the student will work hand in hand with the CFO and CEO. The successful candidate will emerge with practical experience that may be used to fulfill education requirements, enhance resume qualifications, and develop knowledge of a youth serving, non-profit agency.

Essential Functions:

- Basic financial responsibilities include preparing and reconciling weekly deposits.
- Recording donations in Salesforce.
- Filing Accounts Payable and shadow bank reconciliation.
- File, sort, and organize paperwork, forms, and publications. Assist in keeping all office forms and publications up to date and in supply.
- Assist with files as related to the board of directors, camp usage, club programming, day and resident camp, and personnel as needed.
- General office duties including, but not limited to answering phones, taking messages, assisting walk in visitors, and organizing, and initiating correspondence.
- Provide administrative support to all fundraising appeals and events.

Qualifications:

- Strict confidentiality concerning all members and personnel as required per law.
- Highly organized and detail oriented.
- Ability to work independently and a desire to improve at the position.
- Excellent typing, written and verbal communication skills.
- Strong interpersonal skills to ensure effective interactions and communication.
- Familiar with Microsoft Word and Excel.
- Demonstrated ability to multitask, work independently, take initiative and maintain confidentiality.
- Satisfactory results from criminal background search.
- Preference given to Finance, Business, Communications, Economics, Multidisciplinary Studies, and Public Relations majors.
- Knowledge of Camp Fire highly desired
- Employment may be available upon successful completion of internship.

To apply email resume and cover letter to heather@campfiresamish.org

AN EQUAL OPPORTUNITY EMPLOYER