

Academic Year 2024



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
10-15 hours per week. Flexible schedule.

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

Reports to: Finance Director

Position Summary: While acquiring valuable skills and executing the essential functions of this position, the student will work closely with the Finance Director. 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:

- Assist with bookkeeping functions: invoicing and payment/donation processing (A/R) and vendor bill payment (A/P) using Quickbooks.
- Assist with monthly bank reconciliation and reporting
- File, sort, and organize paperwork, forms, and publications.
- General office duties include, but not limited to answering phones, taking messages, assisting walk-in visitors, 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.
- Excellent typing, written and verbal communication skills.
- Strong interpersonal skills to ensure effective interactions and communication.
- Microsoft Excel, Word and Google Drive experience
- Satisfactory results from criminal background search.
- Preference given to Accounting, Finance, and Business majors.
- Knowledge of Camp Fire highly desired

Email resume & cover letter to: financedirector@campfiresamish.org

AN EQUAL OPPORTUNITY EMPLOYER