



TITLE: Finance Intern
DEPARTMENT: Finance & Administration
REPORTS TO: Director of Finance
STATUS: Hourly / non-exempt
HOURLY RATE: \$15
SCHEDULE: Part-Time, Hourly (Up to 20 Hours per week)
DATE: August, 2017

COMPANY OVERVIEW

FPWA is an anti-poverty, policy, and advocacy nonprofit with a membership network of nearly 180 human-service and faith-based organizations. FPWA has been a prominent force in New York City's social services system for more than 95 years, advocating for fair public policies, collaborating with partner agencies to meet the needs of New Yorkers. Each year, FPWA helps close to 1.5 million New Yorkers move up the economic ladder.

POSITION SUMMARY

The Finance Intern will provide administrative support to FPWA's Finance Office, which includes serving as back-up support to the Assistant Director of Finance. The intern must be a resident of New York City, currently enrolled in college and must be able to demonstrate financial need (receipt of a Pell grant or the Tuition Assistance Program funds in the upcoming academic year).

ESSENTIAL FUNCTIONS

- Provide back-up assistance to the Assistant Director of Finance
- Serve as assistant on special projects as assigned
- Distribute payroll and expense reimbursement checks
- Own all administrative functions, including sorting and filing

REQUIRED QUALIFICATIONS

- Currently enrolled in a bachelor's or associate's degree accounting program
- Ability to work a minimum of 12 hours to a maximum of 20 hours per week
- Excellent interpersonal, proofreading, written and oral communication skills
- Ability to prioritize numerous tasks simultaneously and meet deadlines
- Familiarity with routine office procedures; prior clerical or office experience preferred.
- Willingness to learn and take initiative when appropriate
- Highly trustworthy and flexible with a deep commitment to the organization
- Self-Starter with the ability to work independently or on a team

APPLICATION DEADLINE: SEPTEMBER 15, 2017

TO APPLY

Please submit a cover letter explaining your vision and qualifications for the position, resume and short writing sample to jobs@fpwa.org with subject "Finance Intern".

No phone calls or other inquiries please. Only applicants selected for an interview will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER