

Operations/Finance Intern

Position Summary

The selected intern works as a direct assistant to the chief operations officer as well as the office manager and is involved in all activities relating to operations and finance. The intern will also work as a project manager for specific projects assigned by the operations leadership. Main responsibilities will include but are not limited to: recording invoices received, maintaining financial documents, attending finance meetings, and assisting with financial planning.

Intern Position Responsibility	Desired Learning Outcomes
<ul style="list-style-type: none">○ Records invoices received	<ul style="list-style-type: none">○ Understanding of...<ul style="list-style-type: none">- accounts receivables protocol
<ul style="list-style-type: none">○ Maintains financial documents	<ul style="list-style-type: none">○ Ability to...<ul style="list-style-type: none">- gain organizational skills- logically order similar documents
<ul style="list-style-type: none">○ Attends finance meetings	<ul style="list-style-type: none">○ Understanding of...<ul style="list-style-type: none">- organizational structure- tracking financial health- accounting methods
<ul style="list-style-type: none">○ Assists with financial planning	<ul style="list-style-type: none">○ Understanding of...<ul style="list-style-type: none">- budgeting techniques