



## Finance Internship Opportunity

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The mission of Make-A-Wish® is to create life-changing wishes for children with critical illnesses. This internship is a meaningful opportunity to share in the power of a child's wish come true, while gaining relevant professional experience at one of the leading Make-A-Wish chapters in the country.

A Finance intern would focus on finance and administrative tasks that support the chapter's program services and fundraising activities. An Intern is responsible for assisting the Finance Department with its various projects and ongoing responsibilities. Essential functions may vary from administrative, financial and support level work to more hands-on tactical work as determined by our organization's needs.

### **ESSENTIAL TASKS INCLUDE, BUT ARE NOT LIMITED TO:**

- Completing monthly schedules utilized in preparing journal entries
- Performing ad hoc analytical assignments and administrative duties, when needed
- Assisting with vendor payment processes
- Contribute to the physical inventory count
- Collaborates with other departments, when needed
- Communicating with staff, volunteers, and donors

### **REQUIREMENTS:**

- College level student receiving credit for internship – Business majors
- Excellent analytical and problem-solving skills
- Excellent organization, communication (verbal and written) and administrative skills; knowledge of standard office protocols and behaviors
- Ability to successfully work in, motivate, and support a collaborative, team-oriented organization.
- Ability to manage multiple projects simultaneously and achieve objectives with a sense of urgency.
- Strong working knowledge of Microsoft Office 2010 or above
- Self-Starter with attention to detail
- Maintain sensitivity and confidentiality of all information received; personal integrity is essential.
- Flexibility with hours for night/weekend planned events.
- Must pass background check, if accepted for this internship.

***This internship is an unpaid position.***

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.***

***Please email cover letter and resume to [internship@nj.wish.org](mailto:internship@nj.wish.org) specifying this opportunity in the subject line, the semester you are interested in and if college credit will be received. No phone calls please.***