



Make-A-Wish® Metro New York and Western New York
FINANCE INTERN

Job Title: Finance Intern	Location: Manhattan
Reports to: Finance Manager	
Supervisory Responsibilities: None	
Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Intern	Unpaid, eligible for school credit

Position Overview:

The **Finance Intern** will work directly with the Finance Team to provide support. This role will provide help with processes and procedures related to wish financial information. This role is instrumental in working with multiple departments in an effort to achieve the overarching goal of granting wishes to every eligible child.

This is the ideal experience for someone looking into a career into the finance or non-profit fields, although we welcome all interested applicants!

Essential Job Functions:

- Helping with analysis and reconciliation of wish financials in Salesforce.
- Creating summaries of Wish Assist in-kind amounts, helping to invoice other Make-A-Wish chapters.
- Wish card processing (i.e. activate and distribute credit cards for travel and shopping spree wishes).
- Database processing (i.e. data entry, batch imports).
- Assisting with general office Finance operations (i.e. organizing and filing documents, receiving and securing incoming mail, stuffing envelopes for outgoing mail).

Minimum Qualifications:

- Strong written communication skills.
- Manage multiple tasks effectively and achieve objectives.
- Solid team player who provides stellar customer service in a professional and pleasant manner.
- Ability to appropriately handle confidential staff, donor and volunteer information.



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- Proficient in all Microsoft Office tools including Word, Excel, and PowerPoint.
- Knowledge of Salesforce preferred.
- Ability to learn proprietary systems and tools quickly.
- Create compelling fact-based presentation in conclusion of internship.

Program Expectations:

- Improve interpersonal and professional skillset.
- Learn to effectively multi-task.
- Learn to work well with others (both staff members and other interns).
- Be able to reflect both critically and constructively on your work as an intern for Make-A-Wish.
- Provide a short end-of-term presentation for staff members and other interns on your experience and what you learned during your internship.
- Must satisfy a minimum requirement of 100 hours.

Physical Requirements / Work Environment:

- Must be at least 18 years of age.
- Must be able to sit and/or stand for long periods of time and work on a computer for extended periods.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Compensation: This is an unpaid internship opportunity, but eligible for school credit.

Location: The Metro Office is located at 1745 Broadway, New York, New York

Disclaimer

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 staff may be required to perform duties outside of their normal responsibilities as needed. The employee is expected to adhere to all company policies.

How to Apply

Please fill out our [online application](#). **Please note only applications submitted through the Formstack link will be considered for this position.**