

**United Way of the Midlands  
Finance Department  
Internship Job Description**

General Purpose of Job

Assist the Finance department with account reconciliations, bank reconciliations, accounts receivable analysis, monthly pledge reminder and tax receipt letter mailings, and special projects. Assist UWM in campaign processing functions including performing audits of campaign donations; work with accounting and fundraising staff to solve financial discrepancies; ensure accuracy and completeness of pledge processing.

Essential Job Duties and Responsibilities

1. Create a monthly analysis of to evaluate and create key metrics for campaign pledges receivable balances. Work with Senior Accountant and Donor Engagement to research questions regarding pledges receivable.
2. Participate in campaign processing audit functions by reviewing input from donors and reconciling dollars and other pertinent information. Identify discrepancies and work with the appropriate departments to resolve issues.
3. Follow all department policies and procedures for campaign processing and identify any improvements to make the processing more effective and/or efficient.
4. Assist with bank deposits and posting payments to donor's accounts.
5. Assist with the monthly pledge reminders and tax letters to donors.
6. Perform bank and account reconciliations as directed and identify any potential improvements.
7. Perform other accounting duties as assigned.

Education Requirements

1. Junior or Senior in a four year College or university majoring in Accounting or Finance with a minimum GPA of 3.0.

Qualifications

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.
2. Ability to communicate with colleagues in a professional manner. Ability to respond to common inquiries from colleagues and problem solve issues in a timely manner.
3. Ability to write new process and procedures as necessary to capture 'lessons learned' real time.

Other Qualifications

1. Must be familiar with Microsoft Excel and Word.
2. Must pass all applicable background checks.
3. Must be able to work a minimum of 15 hours per week.

Timeframe

The intern will need to work 15 to 20 hours per week throughout the year.