



Heart of Missouri United Way Finance Intern

Position Description: Heart of Missouri United Way has an exciting opportunity for a motivated student to assist with finance projects in support of our mission. The finance intern will assist with tasks such as data entry, reconciliation, spreadsheet creation, and prepping reports.

Primary responsibilities include assisting with:

- Data entry into Salesforce
- Reconciliation between QuickBooks and Salesforce
- Creating and maintaining spreadsheets
- Preparing for and attending finance committee meetings
- Accounts payable and receivable
- Annual budget
- Preparing and analyzing financial reports
- Day-to-day accounting as needed

Commitment: The finance intern will work a flexible 10-hour in-person week. The position can be modified if needed to meet class credit criteria. The Heart of Missouri United Way's Chief Financial Officer will supervise and evaluate the finance intern. ***This internship is unpaid.**

Qualifications: The applicant should be a college student working on a degree in finance, accounting, business, or a related field.

Specific skills required include a strong work ethic, strong interpersonal skills, excellent verbal and written communication skills, strong organizational skills, and the ability to present work in a polished, timely, and professional manner.

The finance intern should also be able to adhere to an established schedule, meet deadlines, use common office programs including Microsoft Excel, and use e-mail and the Internet.

To Apply: Please email a cover letter and resume to:
Amy Harvey, Chief Financial Officer
aharvey@uwheartmo.org

105 EAST ASH STREET, STE 300
COLUMBIA, MO 65203