

Finance Intern

REPORTS TO: Finance and Operations Coordinator

WORKS WITH: Finance and Operations

CATEGORY: Unpaid/Internship



WHO WE ARE:

In its 31st year of service, Youth On Their Own (YOTO)'s mission is focused: to support the high school graduation and continued success of homeless youth by providing financial assistance, basic human needs, and guidance. Since 1986, over 16,000 homeless youth throughout Pima County have been served.

SCOPE OF WORK:

Finance Interns will be introduced to non-profit financial management practices within a successful local organization serving youth in the Tucson community. Interns will assist staff in allocation of bills, verifying logs in Donor Perfect, and processing student financial support. Interns will be exposed to budget variance reports, Program's interface to Finance, and auditing practices, all while providing additional administrative support to the organization as a whole.

WHAT'S IN IT FOR YOU:

- A fun and creative work environment that is flexible around your work and school schedule
- Gain experience working with finance and operations in the non-profit sector
- A team that is supportive of your special project or focus of study
- Develop professional skills while supporting the homeless youth in the community
- Endless coffee

WHAT WE HOPE YOU BRING:

- Positive attitude and ability to make people smile
- Excellent multitasking and organizational skills
- Comfort in seeking and obtaining supervisory feedback
- High attention to detail ability to be deadline oriented
- Experience in Excel and 10-key data entry

OTHER POSITION DETAILS:

- Fall (August-December) and Spring (January-May) internships are available
- 8-10 flexible hours per week
- This is an unpaid internship
- College students are encouraged to apply
- Applicants should reside in the Tucson area and have reliable transportation

HOW TO APPLY:

If you are enthusiastic about YOTO's mission and interested in this rewarding experience, please send your resume/CV to Matt Schmidgall (Program Manager) at mschmidgall@yoto.org . Position open until filled.