

Non-profit Finance Intern

Location:	Chicago, IL
Start Date:	Flexible
Length of Opportunity:	10-15 weeks
Hours per Week:	15 - 40 hours
Number of Positions Open:	1
Name & Title of Supervisor:	Mario Guerra, Director of Finance and Operations

General Function: World Relief Chicago, along with local church partners, serve newly arriving refugees through intensive case management services, English language training, mental health services, immigration legal services, youth programs, and volunteer engagement.

The Non-Profit Finance Intern will gain experience in all aspects of local office finance including accounts receivables, accounts payable, budgeting, and grant reporting appropriate to skill level, as well as exposure to the financial systems and structure of a large global non-profit organization.

Duties:	Assist the Finance Manager with tasks including, but not limited to: <ul style="list-style-type: none">• Accounts payable: write checks, reconcile multiple credit and bank accounts.• Accounts receivable: create spreadsheets.• Opportunities for interaction with church partners and refugee clients, and exposure to other program areas available.• Assists in the application process of grants.• Collaborates with the Finance Director in the periodic report of grant expenditures, variance analysis• Assists in the creation of budgets, financial models, dashboards and other internal financial information requests• Takes part in at least one special project or event• Other duties as assigned
Knowledge, Skills, & Abilities:	<ul style="list-style-type: none">• Strong Microsoft Excel skills.• Flexible, energetic and motivated team player.



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- Ability to start and work on projects independently and follow through to completion.
 - Able to advance World Relief's mission, vision and values through personal faith and commitment to the local church.
- Experience Required:**
- Microsoft Excel.
 - Coursework and experience in business administration, bookkeeping or accounting a plus.
 - Must pass written detail test as part of application process.
- Work Environment:**
- Office located in Chicago, IL
 - Various modes of public transportation available
 - Workspace may be shared with existing staff

To apply for this position, please send a resume and cover letter to chicago@wr.org