



THE SPARTANBURG COUNTY FOUNDATION  
*Your Community Foundation*

## **Finance and Accounting Intern Description**

### **POSITION:**

The Spartanburg County Foundation's Finance and Accounting Intern is responsible for providing support to the Foundation's (SCF) Director of Finance. This individual will work directly with the Director of Finance to assist in providing auditing support, monthly and annual reconciliations, financial statements, investment performance reports, special projects and providing documentation to fund holders in a timely manner. In addition, this individual will obtain a well-rounded experience in all facets of fund accounting in a non-profit environment.

### **RESPONSIBILITIES:**

- Provides assistance with Monthly reconciliations of funds, accounts, and various initiatives.
- Reconciles the Gift and Grant Modules with the Ledgers on a monthly basis utilizing Fund Accounting, this includes monthly bank reconciliations, the journal entry process and fees for credit card contributions.
- Provides assistance with recording and receipting incoming gifts and contributions.
- Tracks initiative budgets and various accounts.
- Assists with recording grants and identifying the various types of funds and the requirements involved.
- Provides assistance with monthly and quarterly accounts receivable and payable processes.
- Assists with annual budget, audit and 1099's, etc., financial information for annual report.
- Provides assistance with research and analysis and limited investment work.
- Other duties and special projects as assigned by the Director of Finance.

### **QUALIFICATIONS:**

- College student with an interest in Accounting or Business
- Excellent oral and written communication skills
- Strong knowledge of Microsoft Office Software
- Ability to work independently and take initiative
- Strong attention to details, ability to meet deadlines and good follow-through tasks
- Able to handle a fast paced, multi-tasked environment
- Professional in appearance and approach

### **STIPEND CRITERIA**

- \$750 per semester
- Average 15 hours per week
- Must commit to interning for a full year (Subject to mid-year evaluation)
- Must undergo background check, credit check, and sign confidentiality agreement
- Stipend will be paid at the end of each semester

**For more information please contact Hilary Lewis at [hlewis@spcf.org](mailto:hlewis@spcf.org) or 864.582.0138.**