

Say Yes Buffalo Internship Opportunity

Position: **Accounting & Finance Intern**

Organization Name: United Way of Buffalo & Erie County

Location: 742 Delaware Ave, Buffalo NY, 14209

Website: UWBECC.org

Organization Description/Profile:

The United Way of Buffalo is a nonprofit charitable corporation whose mission is to bring people, organizations, and resources together to improve community well-being. The United Way raises, administers, and distributes funds to support programs for community needs.

Position Supervisor & Title: JoAnne Mroziak, Controller

Internship Title: Accounting and Finance Dept. Intern

Internship Duties and Responsibilities:

Internship will be an introduction to the Accounting and Finance Department activities of the United Way of Buffalo and Erie County and the United Way Nationwide System. The selected individual will spend some time assisting current staff in each of the functional areas of the department. Multiple projects will be assigned that will focus on Financial Analysis, Systems Analysis, Data Review and specific directed accounting work. The general work will focus on the work activities of a normal Accounting Clerk and at the higher level of a Financial Analyst.

Minimum Requirements

- Say Yes scholar enrolled full-time in an undergraduate program, in good academic standing
- Ability to work independently
- Positive attitude
- Relevant coursework in accounting or finance

Intern takeaways

Intern will experience firsthand the actual operations of the Finance and Accounting function of a large not-for-profit charity. Intern will have the opportunity to observe and perform functions at each level of departmental operations.

Organization Takeaways:

This is a real work experience our organization expects to receive the benefit of the intern's completion of the various projects assigned.

Duration of employment: Internship will begin on June 3rd. Specifics will be discussed with candidates during the interview process.

Compensation: Will be discussed with candidate during interview process. Any determination regarding academic credit will be made by the intern's academic department.

Accommodations:

The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To apply: Submit cover letter & resume to buffalointernships@sayyestoeducation.org. **Please note: If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.**

Deadline: May 20, 2019