**Sector: Business Diverse**

**COMPANY NAME**

**Business Finance Intern**

**Summary of Position**

The **COMPANY NAME** is a home for entrepreneurs, founded 28 years ago. The company is a non-profit that offers consulting, training, and lending to anyone with the passion to start or grow a business. Each year, the company guides thousands of clients to help them build strong and sustainable businesses that support their families and communities throughout New Mexico.

The intern will work with the Director of Finance and other team members performing various clerical and routine accounting tasks in support of the Finance Department.

This internship is ideal for students seeking experience in accounting and performance management.

**Essential Functions**

* Support the Director of Finance and other team members to:
  1. create and maintain Excel spreadsheets.
  2. verify and process financial documents, like paychecks
  3. respond to inquiries via email and phone.
  4. contact other departments and vendors to resolve problems.
  5. fax, copy, scan, and file documents.
  6. set-up rooms in advance for meetings and classes.
  7. perform clerical tasks.
* *Gain exposure to:*
  1. Microsoft SharePoint
  2. Governing Board Meetings

**Hard skills**

* Microsoft Office- Word and Excel
* Good written and oral communication
* Ability to sort, check, count and verify #’s
* Familiarity with database (MS SharePoint)

**Soft skills**

* Interpersonal
* Works well with Teams
* Task-oriented, ability to prioritize
* Attention to detail
* Problem solver

**Working and Physical Conditions/Additional Requirement**

This hands-on computer work takes place in an office environment, primarily at a computer workstation. Some walking, lifting up to 20lbs, and moving is also involved.

**Location:**