



“Wishes & More® enhances the life of a child fighting a terminal or life-threatening condition by providing extraordinary experiences... and more”

Intern Position Description

Job Title: Intern – Finance & Operations

Job Description: Assist Finance & Operations Manager in areas listed below. This position is an unpaid position.

Time Commitment: 10-20 hours per week

Responsibilities:

- Reconcile checking, investing and credit card accounts
- Assist in preparing monthly reports for the Finance Committee and Board of Directors
- Assist in annual audit preparation
- Organize hardcopy and digital files
- Reconcile database to QuickBooks (income and in-kind)
- Compose and send donation acknowledgements
- Other duties as assigned

Qualifications:

- Proficient in Microsoft Office programs
- Strong organizational skills
- Excellent oral and written communication skills
- Ability to work independently
- Willingness to accept a variety of tasks
- Coursework in nonprofit accounting is a plus

If interested, please send resume to chrisj@wishesandmore.org