



Finance and Accounting Internship

Job Description

About Buckhead Christian Ministry

Buckhead Christian Ministry (BCM) prevents hunger and homelessness for people facing life-changing events, such as job loss and medical problems. BCM provides emergency and housing assistance and life-skills education, placing special emphasis on the needs of low-income workers. BCM fosters community by engaging volunteers in bringing hope and compassion to people of all faiths.

Job Description

BCM is seeking a student intern to volunteer for a designated period of time during the Summer or the Fall or Spring semesters. The intern will work closely with the Chief Financial Officer to assist with day-to-day business operations through the responsibilities listed below. The appropriate candidate will be responsible, problem solver who is innovative and eager to learn. This is an unpaid internship.

General Responsibilities:

- Collect, organize, and track Vendor Set Up Forms
- Help compile the PBC list for the auditors
- Record, copy and file incoming checks and corresponding literature
- Verify deposits from BCM's thrift store, Buckhead THRIFTique
- Comply with and perform duties within BCM policies and procedures
- Review operating guidelines and processes to ensure compliance with BCM's policies
- Correspond with managers to obtain all documentation required for vendor set up and make a file for each vendor
- Maintain a system for keeping financial files in an orderly and accurate manner
- Other duties as assigned

Qualifications:

- Must be actively enrolled in an accredited college or university as a sophomore, junior or senior (in good standing).
- Majors preferred are Accounting, Finance, Information Technology, MIS, Risk Management
- Computer proficiency in MS Office; Expert level Excel skills highly desirable
- Critical thinker with the ability to work independently and as a team member
- Be resourceful, productive, and efficient
- Good written and verbal communication skills
- Ability to work 10 - 20 hours on a weekly basis

To Apply

Please submit resume and cover letter to Tiffany Banks, Director of Volunteer and Community Relations, at tiffanybanks@bcmatlanta.org.