



**Finance & Fund Management Intern
Position Description
May 3 - August 13, 2021**

Position title: Finance & Fund Management Intern

Reports to: President & CEO, Jodi Gietl

Intern responsibilities

The primary responsibility will be to support the analytical, financial process at the Community Foundation of Boone County (CFBC). The intern will interact with staff, donors, and board members to allow him/her to gain a better understanding of philanthropy and CFBC's role in the community.

- Provide Accounts Payable & Receivable support for processing cash receipts & grant disbursements
- Run analytical reports, provide datasets, & identify historical trends
- Have a sound working knowledge of FASB and GAAP
- Work in Community Suite (database) bringing together documents from various sources into one unified location, code grants properly, & link historical documents
- Perform administrative & office support activities: field calls, filing, copying, fund auditing, & preparing for meetings
- Become familiar and comfortable with CFBC's mission and vision

Minimum requirements and abilities

- Undergraduate or graduate student at an Indiana college with freshman semester completed before applying
- Background in accounting, finance, or business administration
- Technology savvy - required usage of Google G-Suite & Microsoft Office
- Strong attention to details, ability to meet deadlines and good follow-through on tasks
- Ability to work independently & take initiative
- Ability to communicate with donors, board members, grantees, & the general public in a courteous, helpful & respectful manner

This position is an in-office & work remote position, with in-office hours held at the CFBC Office in Lebanon, Indiana.

To apply, send your resume to jodi@communityfoundationbc.org. The deadline to apply is April 23, 2021.

About the Community Foundation of Boone County

The Community Foundation of Boone County unites people, organizations & philanthropy to create a thriving community for all. We:

Engage the community and educate citizens on how they can make a difference here at home.

Invest in people, programs and organizations that transform lives and communities.

Lead a vision for collaborative solutions to address the root causes of challenges facing our community.

Forever. The establishment and growth of permanent endowment funds will strengthen Boone County for generations to come.