



Title: **Financial Operations Intern**
Reports To: Director, Finance
Type: Internship
Duration: Ongoing

Position Summary:

Community Action (CAPRW) is looking for a detail-oriented individual interested in learning finance and accounting procedures in a nonprofit setting. The Financial Operations Intern will gain hands-on experience in the core functions of nonprofit financial operations. This role provides exposure to accounting processes, financial recordkeeping, and reporting practices. The intern will work closely with the Finance Director and team to support daily operations and special projects, contributing to the financial backbone of CAPRW's mission. This internship is ideal for students pursuing degrees in Accounting, Finance, Business Administration, or related fields. A minimum commitment of 10 hours per week is required for 3+ months. Availability in person during weekday office hours (Monday-Friday, 8:00 AM-4:30 PM) is required.

Your Impact:

In this role, you will play a key part in strengthening the systems that keep our organization running smoothly. By assisting our Finance Department, you'll help safeguard resources that directly support our community programs which serve low income families.

Essential Functions:

Duties & Responsibilities:

- Assist with data entry of invoices, receipts, and financial records
- Learn and use accounting software and integrated payment systems, with access to structured learning modules for accounting software.
- Assist with monthly account reconciliations, 1099 filings, and audit preparation tasks.
- Support filing, scanning, and organizing financial documents
- Help track and categorize financial transactions
- Assist with preparing financial reports or summaries
- Provide administrative support on finance-related projects as needed
- Serve at the front desk as needed, greeting visitors and assisting with clerical tasks.
- Other duties as assigned

Safety: Responsible for conducting all duties in a safe manner.

Qualifications:

Education & Experience:

- Must be at least 18 years of age
- High school diploma/GED required
- Experience in accounting and knowledge of basic accounting principles required.
- Preference for students pursuing degrees in Accounting, Finance, Business Administration, or related fields.

Abilities & Skills: In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Ability to prioritize and manage multiple tasks

- Must be able to function independently with minimal supervision, accept support as needed, and be an effective team member
- Must be self-motivated, dependable, and demonstrate both leadership skills and mature judgment abilities
- Ability to adapt to new processes, tools and environments
- Ability to pull a problem apart and figure out how to fix it
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Fluency in English language (written and spoken).
- Must successfully pass a criminal background check

Physical Requirements:

Normal office exertion required. Ability to lift 20 lbs (desired).

Mental Requirements:

This position requires the ability to prioritize and manage multiple tasks under a sometimes fast-paced, deadline-driven environment. Must be able to stay organized, problem-solve, and adapt to changing needs. Must be able to function independently with minimal supervision, accept support as needed, and be an effective team member.

Environmental Requirements:

Busy, multitasking office environment.

Time Commitment:

Minimum of 10 hours per week for 3+ months. Must be available **in person** during office hours Monday - Friday from 8am-4:30pm. This is not a remote opportunity.

Location:

450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

Advance Registration for College Students:

Yes, you can reserve this internship position by registering in advance. Example: be accepted for fall term by registering during spring term and meeting with us before you depart for the summer.

REGISTRATION INFORMATION:

Complete a Volunteer Application, which includes providing your resume, at
<https://caprw.org/take-action/volunteer.html>

Questions? Email volunteers@caprw.org.

The mission of **Community Action** is to invest in people experiencing poverty to build generational prosperity. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, and Financial Opportunity Programs. Visit www.caprw.org to learn more.

Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.