



Finance Support Internship

Spring 2019

About the Organization:

Research for Action (RFA) is an independent, non-profit educational research organization that seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved students. With over two decades of experience, our work is designed to strengthen public schools and postsecondary institutions; provide research-based recommendations to policymakers, practitioners and the public at the local, state and national levels; and enrich the civic and community dialogue about public education.

Project Description:

An intern supporting the Finance Department will help with the development and implementation of policies and practices for financial management, budget control, accounting etc. The intern will have a chance to gain hands-on experience by working under supervision of a Comptroller & CFO. The intern will be able to understand and follow financial trends and apply their theoretical knowledge of financial laws and government policies on day-to-day basis

Intern Duties and Responsibilities:

- Follow the accounting and auditing processes
- Collect, understand, process, verify and report accounting related-information
- Conduct research on various financial information and create finance policies and procedures
- Provide professional, analytical and management support in the preparation of monthly or weekly financial reports
- Develop and utilize spreadsheets and other computer software and programs
- Manage specialized information, reports, billing, tracking of projects and other finance-related information
- Prepare information and enter it into the financial accounting system
- Perform other financial tasks as assigned

Skill Set and Experience:

Expertise in numbers and excellent math skills are required; knowledge of the basic principles and processes of accounting and financial analysis; ability to collect, evaluate and interpret data, in both statistical and narrative form; capability to prepare files and maintain records, and documentation; other skills required are related to problem solving, entering and verifying data, knowledge of computers, various software applications and standard office equipment.

Hours Per Week: 15 hours per week

Other Information:

- Spring internships run from January – May.
- Exact start and end dates are based on the needs of the project and the availability of the intern.
- Applications will be considered on a rolling basis until all positions have been filled. Research for Action qualifies for work study and PHEAA. Interns may also be eligible for course credit. Interns not receiving work-study will be paid \$7.50/hr.
- Please include resume and cover letter with application.
- If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment (reference page 3 of the I-9 Form for acceptable forms of ID).
(https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf)

To apply, please click [here!](#)