



**Position: Finance Intern**

**Location: Remote/In-person (Based in Maine)**

**Length: Spring Semester** (possibility to start earlier)

**Compensation: N/A**

**Hours per week: 10~15 hours**

**Job Description:**

Gateway Community Services, Maine (GCSM) seeks to encourage, support and build healthy connections within oneself and others in order to promote vibrancy and well-being, along with welcoming communities where all people feel accepted, valued and have a sense of belonging. Interns will work with the Finance Manager and the Director of Operations as a Finance intern at GCSM. Interns will be given a broad range of perspectives on non-profit accounting, financial planning, data gathering, and more. Interns will receive a laptop to use during the duration of time at GCSM. They will receive training on QuickBooks online. They will receive invites to all GCSM programming, first-hand experience on non-profit activities like youth coalition events, community events, and other fun activities.

**Duties and Tasks:**

- Working under the supervision of the Finance Manager, the finance intern will assist with the day-to-day operation, maintenance, and integrity of the financial records
- Scanning & filing documents, reconciling statements
- The finance intern will also provide financial, administrative and clerical services.
- Assist with maintaining accounting records by making copies, filing documents, and scanning documents for grant monitoring to ensure grant compliance
- Supporting finance team with data entry in accounting system and spreadsheets
- Protect organization's value by keeping information confidential
- Participates in finance specific projects, monthly staff meetings and ad hoc meetings.
- Assist in gathering required documents as backup to vouchers and credit card payments.
- Assist with preparing monthly financials for the senior management team and Board of Directors.

**Contact information:**

Please send a resume and letter of motivation to Samantha Hanson-Rolt, Director of Operations, [samantha.hanson-rolt@gcsmaine.org](mailto:samantha.hanson-rolt@gcsmaine.org) with the subject line: Finance Intern 2023.