



POSITION POSTING

Title: Finance Office Intern	
DATE OF POSTING:	11/08/2017
CSC DIVISION/PROGRAM:	FINANCE DEPARTMENT
CSC PROGRAM/OFFICE:	CFO OFFICE
LOCATION:	16 E 16 TH STREET, TULSA, OK
HOURS:	M-F, FLEXIBLE HOURS 10+ /WEEK
SALARY:	UNPAID INTERNSHIP
START DATE:	SPRING SEMESTER 2018
# OF OPENINGS:	2
SUPERVISION:	DEPENDENT UPON STUDENT DEGREE PROGRAM REQUIREMENTS
STUDENT QUALIFICATIONS:	<ul style="list-style-type: none"> • ENROLLMENT IN HIGH SCHOOL, ASSOCIATES OR BACHELOR DEGREE PROGRAM • BUSINESS FINANCE OR ACCOUNTING MAJOR • MUST SIGN CONFIDENTIALITY STATEMENT & ATTEND AGENCY ORIENTATION AND TRAINING

Description:

Student(s) will have the opportunity for direct involvement in the daily activity of a Finance Department within a large nonprofit setting. Responsibilities dependent upon level of education, experience, and motivation.

Learning Objectives:

- Understand how to apply finance interests
- Understand the daily operations of a finance office
- Apply knowledge and gained experience to increasingly advanced tasks such as: bank reconciliation, journaling, knowledge of Financial Edge, sub-ledger to general ledger reconciliation.
- Demonstrate professional communications and work behaviors in an office setting

To Apply:

Complete the INTERNSHIP APPLICATION found online at www.csctulsa.org. Contact Jennifer Freeman at 918-699-4291 or jfreeman@csctulsa.org for additional information regarding the CSC Internship Program.