

POSITION TITLE: Finance and Accounting Intern (Summer 2015)

ORGANIZATION OVERVIEW

Real Resources is a nonprofit Christian faith based organization that's core purpose is to "help the Church be the Church by providing life changing, Christ centered resources for ministry."

TEAM OVERVIEW

The Finance team is responsible for reconciling, recording and reporting on the financial activity of the ministries of Real Resources, including YouthWorks, Youth Specialties and BigStuf in order to facilitate cash management, budget and financial decisions, and ensure integrity of all Real Resources ministries' financial transactions.

POSITION OVERVIEW

The Finance and Accounting Intern will work out of our Minneapolis office and primarily be assigned to a region of the country and receive reports from all mission sites within the selected region, audit the reports, and record the transactions in the Microsoft GP accounting system.

DUTIES AND RESPONSIBILITIES

The Finance and Accounting Intern will be responsible for assisting the Minneapolis Finance Team in carrying out a variety of tasks to support the summer mission season.

- Responsible for performing internal auditing functions of summer financial reports for an entire region of YouthWorks summer staff sites.
- Reconcile summer sites' financial reports, including verification of account coding, calculations and review of supporting documentation.
- Communicate with summer site staff regarding questions, issues or clarifications.
- Recording summer site transactions in accounting records using Microsoft Dynamics GP.
- Prepare financial reports and underlying documentation.
- Information HUB: Serve as a member of the team staffing the information HUB
- Prepare sales tax documents
- Additional tasks which support the ministries of Real Resources may be assigned

POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Vital and growing relationship with Jesus Christ and comfortable sharing their faith story and expression of faith as part of their regular job duties and responsibilities
- Commitment to the Core Purpose & Values of Real Resources
- Accounting/Finance majors or course of study required
- Exhibit integrity and character, including respect for confidentiality
- Proficiency in Excel required
- Prior experience as YouthWorks summer mission or office staff beneficial
- Excellent communication and problem solving skills
- Detailed and thorough work style required
- Demonstrated administrative skills
- Ability to work independently, without close supervision



MINISTRY POSITION DESCRIPTION

REPORTING:	The Finance and Accounting Intern reports to the Finance Team Manager
POSITIONS AVAILABLE:	Three full-time (40 hours per week) positions are open for summer 2015. Interns must be able to work May 26 through August 27, 2015.
HOURS:	Core hours for these positions will fall within the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.
COMPENSATION:	Intern will be paid on an hourly basis at a rate commensurate with qualifications. There are no benefits as this is a temporary position.
CONTACT:	Please submit resume and cover letter or inquiries to the Human Resources Team, by e-mail to hr@realresources.com . <i>Please include a list of relevant courses with your resume.</i>