



## **Finance and Database Intern Description:**

### **About A Precious Child**

A Precious Child, Inc. is a 501(c)(3) nonprofit organization that provides children in need with opportunities and resources to empower them to achieve their full potential. A Precious Child envisions a future where every child grows up to be a secure, self-reliant, contributing member of their community.

### **Internship Description:**

The Finance and Database Intern will work directly with our VP of Finance and Database Specialist to organize and maintain the organization's financial database. In working towards helping A Precious Child meet its overall goal of empowering children to succeed, the Finance and Database Intern will also will be responsible for assisting with technical task such as generating and reconciling reports, coding and organizing and maintaining fundraiser campaigns pages.

### **Responsibilities:**

- Learn and utilize donor database, accounting systems, e-commerce and Peer to Peer Fundraising systems;
- Assist with data entry and maintenance for code funds and batch gifts;
- Generate and perform allocations and other various reports;
- Reconcile bank statements, credit card statements and development database;
- Organize and maintain credit card transitions and ensure relevant documentation is correct;
- Create and organize fundraising campaigns and pages;
- Assist the VP of Finance and Database Specialist with other additional organizational tasks as assigned;

### **Qualifications:**

- A passion for A Precious Child mission and vision;
- Undergraduate or background in nonprofit management, finance or data entry;
- Proficient and working knowledge with Microsoft Word, Excel and Outlook;
- Experience with coding is a plus;
- A highly organized individual with a passion for working in the nonprofit sector;

**Hours:** 10-20 hours per week.

**Compensation:** This internship is unpaid.

**To Apply:** Please email a resume and cover letter to [YvetteRedwood@apreciouschild.org](mailto:YvetteRedwood@apreciouschild.org) with the subject line "Finance and Database Internship".