

Finance Intern

Department of Human Resources, Finance & Administration

333 Sheridan Ave, Albany, NY

ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:

Do you want to make a difference in your community? Albany Community Action Partnership (ACAP) does just that! ACAP is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold. For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

RESPONSIBILITIES:

Finance is a vital function to our 200 person non-profit. As a growing organization, we are looking for an intern who is eager to learn the ins and outs of the technical pieces surrounding the function of Human Resources.

Description of tasks includes (but is not limited to):

- Create a systems and procedures document (Standard Operating Procedures – How to Manual) for each of the Fiscal functions to include:
 - A/P, A/R, month end closings
 - Budgets
 - Credit card procedures
 - Monthly financials
- Will need to have an understanding of Word, Excel, and other systems to create flow charts and to document processes
- Document the process/requirements of what is needed for each grant or contract for ACAP in order to ensure smooth transition of funds as well as meet all funding source reporting requirements on a timely basis
- Excel Spreadsheet must be updated as changes are made
- Some filing and record management to relate to grant/contract materials, payroll etc. Payroll record filing

CLASSIFICATION / HOURS:

Flexible! We understand that you are students too. Although this is an unpaid internship, we are willing to work with professors so that you can receive course credit for the work that you do with us. An ideal candidate will be willing to work 10 – 20 hours per week.

APPLICATION PROCESS:

Please send a cover letter and a current resume to:
Albany Community Action Partnership, Human Resources
333 Sheridan Avenue, Albany, NY 12206
FAX: (518) 463-8185
E-MAIL: HR@albanycap.org
Selected Candidates will be contacted for interview.
No Phone Calls Please

FOLLOW US ON SOCIAL MEDIA:



**We are proud to be an EEO/AA employer M/F/D/V.
We maintain a drug-free workplace and perform pre-employment
substance abuse testing**