



JOB DESCRIPTION - Intern
JOB TITLE: Finance and Administration Intern
REPORTS TO: Director of Finance and Administration
CLASSIFICATION: Intern

City Academy is seeking an Intern to perform a variety of tasks that will support the overall goals of the Finance, Administration and Admissions Departments. The ideal candidate is a St. Louis area college junior or senior student, grad student or recent graduate with an interest in gaining professional experience in a school environment.

Description: This internship is designed to provide a broad range of experience in the many elements that contribute to the day-to-day operations of a small private school's finance, administration and admissions departments. Interns will have the opportunity to work and develop basic competencies through a variety of tasks. These include administration, accounting, admissions, logistics and research. Hours and focus of work are flexible depending on availability, skills and interest. A commitment of roughly 10 – 15 hours per week for a minimum of twelve weeks is desired.

Job Duties: The internship can be tailored to fit the intern's specific interests. Duties will include but are not limited to:

- Maintain all accounting files in an orderly and systematic manner including student accounting records (single file for each student family for all accounting related activities), AP invoices, employee files (single file per employee for all payroll, compensation, benefits, and other related activity), and other files as directed by the Operations Coordinator.
- Maintain complete new hire packet including all benefits enrollment and payroll forms for distribution to new hires no later than their first day of employment. Maintain complete library of benefits and payroll related forms for distribution to current employees upon request
- Assist in reconciliation of student accounting in the financial system in compliance with school policies and procedures
- Update, track and maintain financial system within 24 hours of receipt of pertinent documentation (e.g. enrollment contract, financial aid application, etc.)
- Follow up on incomplete files
- Assist with acknowledging prospective families by sending thank you cards
- Assist with other school functions including receptionist/secretary, before/after hours, lunchroom and summer school as needed
- Complete special projects as directed by the Director of Finance and Administration

Preferred Qualifications:

1. Students pursuing a Bachelors of Master's degree in Business, Education, Non Profit Administration, Finance, Accounting or related field
2. Excellent organization, communication and computer skills (MS Word, Excel, and PowerPoint)
3. Exceptional and professional personal presentation – in person and over the phone
4. Be a self-starter and able to work with little direction



Compensation: This is an unpaid internship. This internship will enable the successful candidate to obtain valuable specialized experience in school finance and admissions. This position may satisfy requirements for earning college credit.

Interested persons should email resume and letter of interest to:
Sgray@cityacademyschool.org

City Academy is an Equal Opportunity Employer