



AMERICAN INDIAN SERVICES

scholarships for Native Americans

Position Description

Position Title: Finance Intern

Pay Range: \$15.00-\$20.00/hour (*determined by credentials and experience*)

Classification: Non-Exempt

Internship Schedule: January 21, 2025 – June 30, 2025, Part-Time; 20-30 hours a week. We will work around your school schedule.

Role: Non-Supervisory

The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.

Summary of Work:

Under direct supervision of the American Indian Services (AIS) Finance Director, the Finance Intern will directly assist with a wide range of projects related to financial matters. Interns are expected to maintain financial records, update and utilize the AIS donor database, and send out acknowledgements and tax receipts, as well as help in other areas when the need arises. Interns will exercise a great deal of discretion as they will be handling financial and confidential information.

Duties & Responsibilities:

- Update financials and contact information on FrontStream (donor database) and QuickBooks.
- Assist with importing donations from all (incoming donation) platforms to FrontStream.
- Research, update, and maintain contact information of all constituents.
- Assists in acknowledges all donations:
 - Weekly tax receipts and acknowledgments.
 - End of year tax receipts and acknowledgements.
- Assists with incoming and outgoing funds if needed.
- Attend and assist with fundraising events as needed.
- All other duties and responsibilities as assigned by the Finance Director and Executive Director.

Knowledge, Skills and Abilities:

- Basic knowledge and respect of Native American/Alaska Native cultures and peoples.
- Basic knowledge of and experience with QuickBooks
- Knowledge of and experience with office systems.

- Experience with Microsoft Office Programs, including but not limited to Microsoft Word, Excel and PowerPoint.
- Demonstrate ability to handle sensitive and personal information.
- Interpersonal and professional skills i.e., ability to respectfully interact with people.
- Communication and organizational skills.

Required Qualifications:

- Must be at least 18 years of age and have a high school diploma or equivalent.
- Current college student with at least two years of schooling; majoring in Finances, Accounting, or similar.
- Access to reliable and secure internet.

Note: All positions at the American Indian Services (AIS) support a safe, healthy and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

Employee Signature

Date

Printed Name