

Finance Internship

Internship Overview:

The Finance Intern will work with NMWA staff to support the finance department. This internship is appropriate for students seeking to gain experience in finance and accounting in a nonprofit/museum environment and understand the numbers behind museum operations.

Commitment:

About 20 hours per week

Responsibilities:

- Print financial reports and distribute to department managers
- Prepare excel spreadsheets
- Prepare reconciliations and analysis
- Help with budget preparation

Preferred Skills & Competencies:

- Math aptitude
- Microsoft Excel competency
- Accounting experience helpful but not required
- Self-motivated learner
- Strong organizational and computer skills
- Acute attention to detail