



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: Providence House
Assignment Address: 2050 W. 32nd Street, Cleveland, OH 44113
Job Category (Select up to 2): Accounting/Finance
Work Schedule/Hours: Flexible
Internship Duration: 10 Weeks
Internship Dates (Start/End): June 1, 2020 / August 7, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

Providence House is one of the nation's oldest operating crisis nurseries among the 70+ in operation in the US and Canada today offering emergency shelter and care to children who are actively at risk for abuse and neglect due to family crisis. More than a shelter for at-risk children, the agency offers holistic services for children and their families including education, mentoring, case management and aftercare focused on family preservation.

Job Responsibilities: (e.g. functions and/or projects)

- Provide support to Finance Director and Accounting Manager
- Assist Finance Department in processing POs, expense requests, vendor invoicing, check processing, and other duties as assigned
- Proof accounting reports for clerical accuracy
- Generate summary sheets to be used by supervisor or auditor

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Major in Business, Accounting, Finance or related field with some completed bookkeeping coursework
- Proficient in Excel

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Computer proficiency in Microsoft Office Suite and database software programs
- 1+ years of bookkeeping experience