Springfield Urban League

Street Address: 100 N. 11th Street

Phone number: 217-789-0830 ext. 1113  Fax number: 217-789-9838

Email Address: Dharris@springfieldul.org

Agency Contact: Delores Harris, Human Resources Program Assistant

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
The Springfield Urban League Inc. is a nonprofit direct service organization that serves over 9,000 people each year in urban communities through job training, computer literacy, economic development, health and youth initiatives as well as educational and after school programs.

Internship or Job Description
Finance Assistant

Basic student learning anticipated

➢ Working in a professional atmosphere

➢ Hands on use of practical accounting skills that may be applied to academic studies while obtaining job experience

➢ Possible permanent employment

Hours per week: Up to 40

Number of weeks: 8-16

Positions Available: Immediately
Springfield Urban League Inc.

JOB TITLE: Finance Assistant Intern

REPORTS TO: Director of Accounting

LOCATION: Administrative Office – Springfield Urban League Inc.
100 N. 11th Street, Springfield, IL 62703

UPDATED: January, 2016

JOB SUMMARY

This position is accountable for the processing, reporting and managing of the financial resources of the Springfield Urban League, Inc.

DIMENSIONS OF RESPONSIBILITY

Dimensions are dependent on area of assigned responsibility.

REPRESENTATIVE RESPONSIBILITIES AND QUALIFICATIONS

1. Maintains accurate fiscal records that meet funding source and regulatory guidelines for programs and/or funding source(s) as assigned.
2. Ensure financial records assigned are accurately maintained and documented.
3. Meet established report deadlines as assigned.
4. Responsible for specific fiscal processes, i.e., accounts payable, check processing, bank reconciliations, purchase orders, budget preparation, accounts receivable, deposits, employee benefits, payroll, insurance processing, as assigned.
5. Interact professionally, effectively and efficiently with program staff as it would relate to budget impact, expenditures, billings and reporting.
6. Assist with completion of special projects/reports as assigned.

Pursuing a Bachelor’s Degree in Accounting; related experience,

Professionalism, Understanding of financial reporting processes. Demonstrate attention to detail, understanding of and ability to utilize technological resources for accuracy and efficiency, commitment to continuous improvement, ability to multi-task, effectively problem-resolution skills. Good verbal and written communication skills.

Please submit a Letter of Interest to: Office of Human Resources
100 North 11th Street
Springfield, IL 62703

The Springfield Urban League, Inc. is an Equal Opportunity Employer.