



CISNT Finance Department Internships

Finance Department interns are responsible for duties that support the operations of the department, under the close supervision and direction of the CFO and Finance Director. These positions are located at our Central Office in Lewisville, Texas.

The goal of the agency's internship program is to provide interns with valuable learning experiences that are in line with the intern's college major and career goals; and to fulfill the requirements to obtain college course credit, if applicable. There are no wages, stipends or monetary reimbursements of any type paid in connection with Volunteer Department internships. Interns are not eligible for employee benefits plans and they are not covered under the agency's workers' compensation plan. There is no guarantee of future employment with CISNT.

The duration of the internship assignment will be one college semester. The hours of intern work provided will be based upon the needs of the intern, their college/course requirements, and the needs of the business.

Responsibilities:

The Finance Development Intern will have opportunities to gain experience in:

- Preparing and submitting financial reports and supporting documentation for grantors and funding agencies to support CISNT funding initiatives.
- Assisting with tracking grant expenditures and maintaining accurate financial records in compliance with nonprofit and grant requirements.
- Processing Purchase Order requests to acquire supplies and materials for CISNT operations, programs, and events.
- Supporting budgeting, data entry, invoice tracking, and other day-to-day finance and administrative functions.
- Assisting in the preparation of reports, spreadsheets, charts, and presentations for internal and external stakeholders.
- Collaborating with staff across departments to support organizational goals and special projects.
- Learning additional nonprofit administration and finance processes relevant to the intern's professional goals and aligned with the mission of CISNT.
- Maintaining confidentiality and professionalism when handling financial and organizational information.

Qualifications:

- Minimum of a high school diploma or equivalent required; coursework in finance, accounting, business, economics, or related fields preferred.
- Ability to analyze data and create reports, charts, and graphs.
- Proficiency in Microsoft Office applications, especially Excel.
- Strong organizational skills and attention to detail.
- Ability to take direction well and complete work with minimal supervision.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and meet deadlines in a professional environment.
- Interest in nonprofit operations, finance, accounting, or community impact work preferred.
- Ability to maintain confidentiality and handle sensitive information responsibly.
- Proficiency in Google Docs a plus