DETROIT SHOREWAY COMMUNITY DEVELOPMENT CORPORATION

Detroit Shoreway Community Development Organization (DSCDO) is a non-profit 501(c) 3 community development corporation, founded in 1973 to catalyze development in Cleveland’s Detroit Shoreway neighborhood.

JOB DESCRIPTION

Position: Finance Intern  
Location: 6516 Detroit Avenue, Suite 1, Cleveland, OH 44102  
Status: part-time, 20 hours per week  
Salary: $100/mo. stipend  
Duration: Spring Semester, January to May 2020  
Reports To: Nina Woolf, Chief Financial Officer  
Responsibilities:  
• Assist with accounts receivable management  
• Provide general accounting support  
• Assist in compiling research of end-of-year records for auditors  
• Work alongside auditors and accounting staff  
• Assist with statistical analysis and other special projects  
• Present data-driven recommendations to the finance team  
• Assist with other projects as they arise  

Qualifications:  
• Currently enrolled in undergraduate program or higher in studying finance and or accounting  
• Have excellent written and verbal communication skills  
• Possess excellent computer skills and demonstrated proficiency in the use of Word, Excel and PowerPoint and Google Slides, Sheets and Docs

Please send resume and cover letter to nwoolf@dscdo.org. Position open until filled.