



## **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](mailto:nwoolf@dscdo.org). Position open until filled.

