



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.

