



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Metropolitan Milwaukee Association Service Description

**Position:** Finance Department Intern (Volunteer)  
**Sponsor:** Controller

**Division:** YMCA of Metropolitan Milwaukee  
**Department:** Finance

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### **GENERAL FUNCTIONS**

Under the mentorship and direction of the Controller, and in accordance with Association policies, the Finance Department Intern will receive meaningful exposure to all disciplines of Financial Management used by the YMCA of Metropolitan Milwaukee, including but not limited to: Business Analysis, Accounts Receivable, Accounts Payable, and audit compliance

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ensure that daily care of YMCA employees is first priority through prompt, courteous interactions with staff and outside parties via phone, e-mail and in person
- Review and update purchase order lists
- Data Entry: accounts payable vouchers, scan, copy, and file documents, post journal entries, create spreadsheets
- Research and answer vendor inquiries
- Assist with month-end financial reports
- Help with accounts receivable, payable and bank statement reconciliation
- Assist with audits and balance sheet reconciliation
- Complete credit checks as directed

### **EDUCATION and/or EXPERIENCE:**

- This position requires a high school diploma or equivalent and some college experience
- Strong interest in accounting or finance
- Experience a plus, but not necessary

### **SKILLS and/or QUALIFICATIONS:**

- Strong interpersonal, written and verbal communication skills
- Must be pro-active, detailed oriented, and possess good follow-through while adhering to guidelines
- Computer experience required (proficiency in MS Office)
- Must be able to be flexible with a variety of job assignments
- Must remain confidential with all employee and business information

### **How to apply:**

**Contact:** Erik Kennedy, Volunteer Coordinator

**Phone:** 414-274-0724

**Email:** ekennedy@ymcamke.org