



Job Title: Finance Intern
Job Type: Part-Time; Nonexempt (10-15 hours/week)
Reports to: CFO/ COO

About Waco Foundation

The mission of Waco Foundation is to promote solutions to community challenges, strengthen local nonprofits, engage philanthropists, and manage charitable assets in order to improve quality of life in McLennan County.

Purpose

Waco Foundation is a charitable organization that provides grants and other charitable services in McLennan County, Texas. The Finance Intern position is a part-time position that supports the CFO/COO and the Finance Office.

Nature of Work

Work at Waco Foundation is highly suited for the individual who has a passion for improving the world and particularly the local community, working very hard, problem solving, personal growth, and working with others as part of a professional team. This Intern position is ideal for an upper-level university student looking for part-time work and with an interest in learning about finance and accounting work in the nonprofit sector. Candidates must be highly motivated and mission-focused. This is not a work study position – the Finance Intern will be expected to perform high level thinking in order to accomplish projects, and in turn, will receive a great exposure to many skills needed to work in in non-profit or for-profit business.

A Successful Candidate Will Have:

- Educational experience in business, finance, accounting, or other related field;
- Computer literacy with Windows OS and Office 365 with preferred fluency in Excel;
- Exceptional attention to detail, quality, accuracy, and excellence;
- Passion for community work, learning, problem solving and a fast-paced schedule;
- The highest ethical standards, honesty, integrity, professionalism, politeness, courteousness; ability to appropriately protect confidential information;
- Strong interpersonal skills, including robust verbal and written communication capacities;

- General affinity for working with people and the ability to interact respectfully and confidently with people of diverse backgrounds, perspectives and cultures;
- Ability to accept constructive criticism and corrections with humility and maturity and to implement changes;
- Commitment to work independently and meet deadlines;
- Excellent analytical, organizational, and problem-solving skills as well as the ability to multi-task;
- Diplomacy, flexibility, and positive attitude exhibited in the ability to work well with colleagues in a small office setting;
- A minimum 3.0 GPA and reliable transportation.

Work Term and Hours:

The Intern will work an average of 10-15 hours per week (maximum of 15 hours) on a schedule to be mutually determined during normal Foundation business hours (Monday through Friday, 9:00am – 5:00pm). The ideal candidate will have availability through the end of the 2026-27 academic year (May 2027). Increased hours (up to a maximum of 20 hours per week) may be available during the academic winter break based on availability, job performance and budget. A performance evaluation with each Intern will be conducted at the conclusion of their 90-day orientation period to determine continued employment.

Pay Rate:

\$13-\$15/hour BOE

Job Structure:

The Intern will be oriented to basic office skills and communications and will have access to a computer and multi-screen workstation. Daily and weekly work responsibilities will include a mixture of routine administrative work as well as broader projects for the Finance Office. Specific tasks for the Intern may include, but are not limited to, the following:

- Assist with documentation of Finance office workflows;
- Document data sources utilized in operational and month-end reporting;
- Support investment management in portfolio reconciliations;
- Assist preparation of Board/Committee materials and agendas and assistance with the preparation of financial documents and reports;
- Filing and maintenance of various account files;
- Administration of incoming and outgoing mail;
- Occasional service as a team with other interns and administrative staff in support of basic reception duties (answering phones, welcoming and directing

- visitors, taking messages, etc.), internal meeting, office functions, administrative work, and special events;
- Conducting special projects and other duties as assigned.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the successful candidate. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Training Opportunities:

Waco Foundation Interns are periodically given the opportunity to attend valuable training in community foundation work. This may include training in grantmaking, donor relations, nonprofit management, and/or board service, and will usually be Foundation-sponsored events for the community-at-large. The Intern is encouraged to work and attend these events during their time as an Intern whenever their schedule and workload allows. Attendance at an event in itself will not be paid, but if an Intern works during the event (helping with setup, registration, tear down, etc.), then the Intern will be paid during that time.

Additionally, paid time may be spent each week briefly learning about and discussing specific, designated topics related to community foundations, nonprofits, and community need. During some weeks, learning may occur individually while in other weeks, it may occur in group sessions with other Waco Foundation interns and staff.

Application Instructions:

Waco Foundation is an equal opportunity employer and encourages diverse candidates to apply. Please visit our website for additional information about the Foundation and our work (www.WacoFoundation.org).

Interested candidates should email a cover letter and resume (in PDF or Word format) with the subject line “Finance Intern” to: James Stone, Director of Executive Communications & Strategic Initiatives at jstone@wacofoundation.org.