



# Finance & Accounting Internship

## About Detroit PAL

Detroit PAL is a non-profit organization with the mission of Helping Youth find their Greatness. The organization is positively impacting the lives of 8,500 youth each year through athletic and enrichment programs. PAL also empowers the community by training 1,000 volunteers and coaches, by creating safe places for kids to play, and by running quality programs which keep young people healthy and active. Detroit PAL's home office is located at the Old Tiger Stadium on Michigan near Trumbull, which is a hub of programming excellence for youth in and around Detroit.

## Key Responsibilities

- Develop and implement a specialized internship project that assist the organization and staff
- Work with Director of Finance to improve the organizational budgeting process
- Learn and assist with daily finance and accounting processes
- Work with Finance Team to update processes, including researching new software
- Assist with financial reports for internal staff, finance committee, and board of directors
- Work directly with Senior Non-Profit Leadership
- Work across the organization on multi-departmental projects
- Assist with special projects as needed

## Desirable Credentials, Skills and Traits

- Pursuing a degree in Finance or Accounting or other related field
- Excellent attention to detail
- Strong project management skills
- Willingness to take the initiative and drive progress.
- High standard for excellence in execution

## General Internship Objectives

- Understand the goals and objectives of Detroit PAL and financial management, administration, and resource allocation
- Gain a big picture and on the ground understanding of non-profit budgeting and processes
- Understand financial reporting and ways to communicate updates to various audiences
- Develop an understanding of how programs, fundraising, and finance align at a non-profit
- Learn more about non-profit management and processes

## Next Steps

To apply for the position please email your resume and cover letter to [intern@detroitpal.org](mailto:intern@detroitpal.org). Please note that this is an unpaid internship.