



Business Services Intern

TLT- Learning Leaders

About this position

The TLT Learning Leaders Internship program consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge. Each Intern will be exposed to the daily tasks related to their Business, Accounting, Management, Writing, and educational track (projects, meetings, and creative brainstorming), as well as administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a non-profit organization.

Key Responsibilities:

The Business Services Intern will join the team to help with supporting all aspects of the Services cycle and month end close including revenue, expense, strong guidance, and support from the team. The successful candidate will be highly organized, self-motivated, and detail oriented.

Responsibilities will include:

Post and record revenue and expenses

Reconcile credit card transaction records and create month-specific spreadsheet QuickBooks

Assist with month end reporting

Suggests updates to preliminary budget, budget narrative and business plan

Qualifications:

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- Currently pursuing an Accounting degree or Business Management degree and have taken some Accounting courses
- Strong in Microsoft Office Suite, especially Excel
- Self-motivated and a critical thinker with great problem-solving skills
- A positive attitude, willing to go above and beyond
- Eager to assist with miscellaneous projects

- Willing to learn or has experience with Bloomerang, Stripe and Quickbooks a plus
- Non-profit experience, volunteering, or strong community involvement a plus

Physical Demands and Work Environment:

- Frequently required to sit, stand, and walk
- Continually required to talk or hear
- Continually required to utilize hand and finger dexterity
- Continually utilize visual awareness to operate equipment, read technical information, and/or use a keyboard

Work Schedule: Flexible, up to 12 hours per week

About TLT - Tomorrow's Leaders Today, Inc

TLT: Tomorrows Leaders Today, Inc. is a 501(c)3 nonprofit organization dedicated to helping develop youth leaders through education, collaboration and mentorships with community & business leaders for the collective benefit of the students and their communities.

Location - REMOTE

Compensation

TYPE

Unpaid

DURATION

Temporary / Seasonal

Company Details

COMPANY SIZE

1 - 10 employees

INDUSTRY

Non-Profit

HEADQUARTERS

Collin and Denton County, Texas

WEBSITE

<https://www.TLTLeaders.org>

SOCIAL MEDIA

<https://www.facebook.com/TLTLeaders.Org>

<https://www.linkedin.com/company/64271191>

Contact Information

Elaine Smith-Poyourow

info@tltleaders.org