



## **Business Services Remote Intern (Finance)**

TLT- Leading Leaders

### **About this position**

The TLT- Tomorrow's Leaders Today internship consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The Internship 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 major career track in operations management, business administration, accounting, public administration, liberal arts, or law (projects, meetings, and creative brainstorming), as well as necessary nonprofit and corporate organization and administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a successful and established non-profit organization.

### **Key responsibilities:**

The Business Services Intern will join the team to help with supporting 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:**

- Internal audits
- Review and suggest updates to business plan
- Introduction to Bloomerang, Paypal, and Stripe systems and reporting
- Review and suggest updates to preliminary budget and budget narrative
- Introduction to Quickbooks
- Data compilation for grant requests
- Month end reporting

### 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, volunteer, or strong community involvement a plus

**Work Schedule:** Flexible, minimum 6 to 12 hours per week commitment required

Mandatory Weekly Team Meetings based on team –

Team AM – Tuesday at 11:30 am- 12:30 pm

Team PM – Tuesday at 5:30 pm – 6:30 pm

**Weekly team meetings and bi-weekly one-on-one coaching sessions are held under the supervision of a supervisor.**

### About TLT - Tomorrow's Leaders Today

TLT: Tomorrow's 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.

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### Compensation

TYPE

Unpaid

DURATION

Temporary / Seasonal

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## Company Details

### COMPANY SIZE

1 - 10 employees

### INDUSTRY

Non-Profit

### HEADQUARTERS

Denton County, Texas

### WEBSITE

<https://www.TLTLeaders.org>

### SOCIAL MEDIA

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

<https://www.instagram.com/tltleaders/>

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

<https://twitter.com/TLTLeaders>

[https://www.youtube.com/channel/UCrPNTIq4\\_oBKrM3QvTJR0Ww](https://www.youtube.com/channel/UCrPNTIq4_oBKrM3QvTJR0Ww)

### WORK AUTHORIZATION REQUIREMENTS

**US work authorization is required**

### Contact Information

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