

## **Financial Management Assistant – College Intern/Volunteer Job Description**

### **Position Summary**

The Financial Management Assistant works closely with financial management staff to ensure proper accounting of company revenues and expenses and ensures compliance with federal, state, and local laws.

### **Qualifications**

- Majoring in Business Management, Finance, or Economics;
- Computer knowledge with proficiency in MS Access and MS Excel;
- Very good math acumen.
- Resourceful, well organized, highly dependable, efficient and detail oriented.

### **Duties**

- Receives, logs and posts financial data (grants, contracts, budgets, etc.) to manual and computerized systems;
- Posts all commitments daily;
- Assists accountant with reconciliation of statements;
- Reviews financial records for accuracy, identifies and corrects errors via accounting transfers (monthly);
- Files statements and commitments - daily and monthly;
- Assists with processing of financial forms, purchase requisitions, etc.;
- Participates in special projects as assigned;
- Coordinates with regular staff and other interns as needed;
- Assists with other duties as assigned by immediate supervisor.

### **Mail resume to:**

Black Man's Think Tank, Inc.  
137 N. Main St., Suite 210  
Dayton, OH 45402

### **Email resume to:**

info@bmtt.org