Intern Job Description: Finance Intern

Hattiesburg Area Habitat for Humanity (HAHFH) is a Christian organization that builds and rehabilitates simple, decent houses with the help of homeowner (partner) families. HAHFH is an affiliate office of Habitat for Humanity International and works to improve the living conditions for low-income Forrest and Lamar County residents. The non-profit organization works in partnership with people in need from all walks of life to develop communities by building safe and affordable housing.

**Position:** Finance Intern

**Description:** Hattiesburg Area Habitat for Humanity seeks a dynamic, self-starter to assist with Finance and Grant Management. This internship is an excellent opportunity to experience various aspects of nonprofit finance while working for well-known community based nonprofit organization.

**Responsibilities:**

The person accepting this assignment will be working closely with the Finance Manager. Training will be conducted over the first 7 days, with open-door access to the Finance Manager for follow-up questions and support. Print resources are also available.

- Assisting with the collection and processing of Weatherization Program Applications
  - Verifying all required documentation is submitted
  - Determining Eligibility based on Income Guidelines
  - Producing official agreements and Scope of Work documents for signatures, and/or denial letters.
  - Reviewing Quotes/Invoices, Scanning into Weatherization file and requesting payments
- Assisting with the New Homeowner Application Process
  - Assisting with the scheduling, advertising, and registration of New Homeowner Orientation Meetings in Laurel, Columbia, and Hattiesburg
  - Assisting with verifying documentation
  - Assisting with verifying eligibility
  - Assisting with initial underwriting, including:
    - Pulling Credit Reports
    - Determining Debt to Income Ratios
    - Preparing Acceptance or Denial Letters and recommendations for Financial Literacy or Debt Management classes as necessary.

**Additional Duties would include:**

- Answering phones
- Assisting walk-in customers
- Other duties as requested

**Qualifications:**

- Completed or working toward a college degree, preferably in a related field (e.g., Accounting, Nonprofit Management, or Business Administration)
- Previous internship or related experience in finance, grant management, or project management is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in, Excel highly desired. Knowledge of General Accounting Procedures a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with staff, contractors and grant fund providers
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of Habitat for Humanity and the families we serve
**Start Date:**  Position open until filled, requires 3 – 6 month commitment.

**Hours:**  8 – 12 hours/week, preferably three days per week in the office.

**Compensation:** This is an **Unpaid/Volunteer internship**

**To Apply:** Please send cover letter and resume to amuhammad@hattiesburghabitat.org.

_Hattiesburg Area Habitat for Humanity is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, disability or any other characteristic protected by law._