



OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

JOB TITLE	Finance & Accounting Intern
REPORTS TO	Finance Analyst
JOB DETAILS	<ul style="list-style-type: none">• Temporary, Hourly, Non-Exempt• 8 Weeks (21 hours per week)• Start in July 2024 - August 2024
COMPENSATION	<ul style="list-style-type: none">• Hourly: \$22.00 per hour
INSTRUCTIONS	<p>Please read the following in order to avoid application delays:</p> <ul style="list-style-type: none">• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.• Unfortunately, the volume of applications will prevent us from responding to all applications received.• Please send application to HR@oaklandedfund.org and with the following instructions:<ul style="list-style-type: none">○ Subject: "F&A Intern" - First and Last Name○ Please include: Cover Letter and Resume

ABOUT THE ED FUND:

Founded in 2003, the Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. We do this by helping Oakland communities build and manage resources, partnerships, and public engagement essential to improving public education.

Our Work

The Oakland Public Education Fund is the only organization raising money for all Oakland public schools. Since 2003, we have helped raise over \$200 million for schools and programs that help students thrive. We put the right tools in students' hands to give all kids the excellent education they deserve. We support all Oakland public schools with a focus on those furthest from opportunity, because kids who come to school with less need more. For more information, visit <https://www.oaklandedfund.org/>.

WORK LIFE AT THE ED FUND:

- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth; and,
- Amazing networking opportunities with local leaders and businesses;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

ABOUT THE POSITION:

Mentored by the Accounting Manager and the Financial Analyst, the F&A Intern position is a part-time paid internship of up to 21 hours per week for 8 weeks, starting on 7/1/2024 and ending on 8/15/2024. This paid internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge the intern learns in a classroom setting.

This is a temporary 21-hour-a-week position in the summer for 8 weeks.

DUTIES AND RESPONSIBILITIES:

- Meet the Controller and Chief Financial Officer
- General Accounting - Accounts Receivables, Accounts Payables, and the Monthly Close Process (7/1 to 7/15)
- Financial Planning & Analysis - Financial Analysis, Financial Forecasting, Preparing Financial Reports for the Finance Committee (7/16 to 7/31)
- Prepare Reports - What I Learned From My F&A Internship with OPEF and present the report to the F&A Team (8/1 to 8/15).
- Final Thoughts with the Controller and CFO - a career in Accounting and/or Finance (8/15)

REQUIRED QUALIFICATIONS:

- Majoring in accounting, finance, or business administration.
- High attention to detail and strong organizational skills.
- Strong data analytic skills (Intermediate to Advanced Excel proficiency), Business Intelligence, and financial modeling.
- Ability to work in a team setting and independently.
- Work authorization: US (Required).
- Ability to pass a criminal background check and tuberculosis test.
- Ability to lift up to 20 lbs.
- This hybrid schedule requires this role to report to work at the office at least once a week.

EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.