

## **Job Posting -- Financial Manager Intern**

Apply to be FINANCIAL MANAGER INTERN with the  
Oberlin Student Cooperative Association

Employment: June 2016 - December 2016 (32 hours per week)

Hours: Monday through Thursday, 8:00 AM - 4:00 PM

Training/Orientation: May 2016 (three weeks, paid)

Pay: \$30 an hour

### **Job Summary**

The Financial Manager Intern's (FMI) primary responsibility will be to assist the current Financial Manager (FM) in creating a manual that enumerates the FM position's duties. In addition, the FMI will perform duties as directed by the FM. Upon successful completion of these responsibilities the FMI will be invited to continue on as Financial Manager of OSCA effective January 1, 2017.

Other FMI responsibilities include keeping the finances of OSCA in good order, advising the Treasurer and financial body of OSCA in financial and operational planning, and educating OSCA's membership on OSCA's financial information while respecting student leadership and autonomy. The FMI is accountable to the Treasurer and Finance Committee, and manages the financial aspects of OSCA according to the direction of the OSCA Board and FM.

### **Qualifications**

- Commitment to actively promoting social justice with emphasis on racial and class justice
- 5 years' work experience (or equivalent) as a full charge accountant
- Ability to pass accounting proficiency test provided by OSCA
- Have extensive experience in QuickBooks, MS Word, Excel, and internet use
- Be dependable, organized and trustworthy
- Be friendly and able to work well with Oberlin College students and staff
- Be able to take direction from and be accountable to student officers
- Be sensitive to issues of confidentiality
- Have the ability to multi-task and work independently

Experience working with cooperatives is a plus.

Possibility of long-term employment pending job performance.

**To apply: Please submit resume, three business references, cover letter to:**

Oberlin Student Cooperative Association

M.P.O. Box 118

Oberlin, Ohio 44074-0118

**Must be postmarked by March 23, 2016**

No phone calls or drop-offs.