

Westside Financial Analyst Summer Internship 2019

Position Title: Westside Financial Analyst Intern

Reports to: Lead Pastor

Specifications:

Hourly Wage	Number of Weeks	Hours per Week	Total Hours	Dates
\$15.00	TBD	TBD	TBD	TBD

The Westside Finance Team exists to support the ministries of the church run effectively. We build the systems and infrastructure that support giving, spending, tracking and analyzing the financial data of the church. The ministry consists of counters, depositors, treasurer, and team lead.

Goal of Position: The Financial Analyst Intern will help to analyze current and past financial data in order to create a detailed financial plan for the upcoming year. This plan will include giving and spending forecasts, 2019-2020 budget creation, Legacy Campaign financial planning, and other fundraising strategies. It will also include strategic planning around spending and tracking. The Financial Analyst Intern will work with the Lead Pastor, support staff and board to achieve this goal.

Responsibilities:

- Collect ministry plans and budget
- Format church budget proposal
- Create fundraising strategies for the upcoming fiscal year
- Study Income/Expense trends and propose best practices for financial health of the church
- Assist in creation of communication pieces around financial strategies
- Other related tasks as they arise

Meetings: The Financial Analyst Intern will meet weekly with the staff, Lead Pastor and with the Board and/or staff as necessary.