



FEDERAL PROGRAMS-FINANCE INTERN JOB POSTING

Role: Federal Programs-Finance Intern

Location: Charter Institute at Erskine

Reports to: Chief of Federal Programs

Start Date: March 2025

GENERAL STATEMENT OF JOB

The Federal Programs Finance Intern will assist the Federal Programs Department in its day-to-day tasks of processing school expenses and compiling fiscal data. The Federal Programs Finance Intern will have the opportunity to gain hands-on experience in federal and state fiscal practices, federal education programming, and develop special projects within an innovative and process-driven environment with the potential opportunity to advance to a full-time position.

This intern experience will provide an opportunity to learn about SC Department of Education school finance and funding, procurement regulations and processes, state and federal fiscal practices, as well as state and federal legislation. The intern will utilize accounting software, spreadsheets, and other records to create, record, and disperse reimbursement requests to and from the South Carolina Department of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review school requisitions within accounting software (SmartFusion) for federal funds reimbursement
- Assist in the compilation of fiscal records to satisfy requests from the South Carolina Department of Education
- Assist with the entry and amendment of budgets for school federal expenses
- Assist with the reconciliation of schools' expenditures against records in accounting software (SmartFusion)
- Assist with reconciliation of time and effort documentation for federally paid employees
- Assist with the reconciliation of federal inventory
- Assist with the completion of accountability reporting

MINIMUM QUALIFICATIONS

- Strong writing skills in business and technical styles required
- Experience with Google and Microsoft suites, specifically Sheets and Excel, required
- A background or interest in teaching, education management, finance, or federal programs is preferred



NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrate interest and ability to take on special projects, which may lead to the creation of processes and procedures, presentations to administration and schools, and implementation of outcomes
- Perform other duties as assigned

CORE COMPETENCIES:

- Represent the Institute in the most exemplary, positive manner by modeling the Erskine Philosophy in action, conduct, demeanor, and speech
- Participate in staff meetings, training, conference and professional development sessions, as needed
- Maintain confidentiality as required by the Institute and by law
- Demonstrate a high degree of flexibility and attention to detail
- Exhibit the ability to thrive in a fast-paced work environment

MOBILITY:

Primarily sedentary, able to sit for long periods of time.

PHYSICAL REQUIREMENTS:

Ability to communicate in written form. Capable of using a telephone and computer keyboard. Able to lift up to 10 lbs. Ability to travel within the facility and to other locations. Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, training, etc. Overnight stays may be required.

ENVIRONMENTAL CONDITIONS:

20 hours a week based on employee's availability. Usual Office Setting (8 a.m. to 5 p.m. – Monday through Friday)

AFFIRMATIVE ACTION (AAP/EEO STATEMENT)

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

DISCLAIMER

This job posting is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee if hired. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.