

*BBA—FIN or ACC
MBA or MPAcc*

United Way of Laredo, Inc.

*Location:
1815 E. Hillside Road
Laredo, Texas*

Required Qualifications:

- *Bilingual (fluent in English and Spanish);*
- *Junior or senior in finance or accounting;*
- *10 - 15 hours per week from January thru December ;*
- *Hours must be worked during hours of operation .*

Preferred Qualifications:

- *Computer literate*

Spring 2017 Internship Opportunity

Start Date: Jan. 18, 2017
End Date: May 8, 2017

Amount to be Paid:
\$7.25

(must be approved by the
Executive Committee)

For More Information:

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Office: WHTC 204A
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Responsibilities:

1) Campaign - assist with recording pledges and payments for the organization on three different software programs:

Donation Tracker
Quick Books
CFC Assist

2) 2-1-1 Texas Program - assist in producing the monthly reports to the Historically Underutilized Business (HUB) that include staffing hours, benefits, program expenses, etc.

3) Other - processing of monthly agencies reports that include agency revenues and expense as well as service.

4) Clerical - filing, processing mail, answering phone, paying bills, etc.