

# VACANCY POSTING

## UPPER MATTAPONI ENROLLED CITIZENS ONLY

**POSITION TITLE:** Intern – Finance                      **STATUS:** Part-Time  
**DEPARTMENT:**    UMIT Health Services              **SALARY:** \$20hr  
**SUPERVISOR:**     Controller, Healthcare              **POSTING:** 03/06/2024  
**CLOSING:** Until Filled

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### POSITION DESCRIPTION

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#### **General Summary**

**UMIT Healthcare** offers clinic, lab, pharmacy, behavioral health, home health, and soon dental services. UMIT healthcare is operated by the Upper Mattaponi Tribe located in King William, VA. Our focus is to provide quality care to our citizens, the underserved, and the community at large and we are looking for individuals with the same goal. This opportunity is in Aylett, VA.

#### **Position**

Intern – Finance Department

The Finance Intern is a student enrolled in a degree program at a college or University, preferably in Business Administration with a concentration in Accounting or Finance. The incumbent will assist the Finance Department with functions such as accounts payable, accounts receivable, budget entry, and accounting support functions such as running financial reports, assisting in reconciliation of accounts, and special projects as assigned by finance staff. Since this position is viewed as a learning opportunity, special projects may be assigned dependent on the incumbent's skills and interests. This is a temporary position for the summer only.

#### **Primary Duties and Responsibilities**

While some of the essential functions of the Finance Intern role are completely independent, the incumbent will be expected to work in a team environment and cooperate during group assignments and to politely communicate and interact with the public and other tribal employees and volunteers. The ability to take directions, as needed, from supervisors is required. The incumbent will be expected to become familiar with and follow all tribal procedures.

- Assist finance staff with accounting support functions, such as entering accounts payable and preparation of accounts payable warrants. Works with finance staff to determine which invoices to pay and ensures required documentation of expenses. Performs all billing, invoicing, and prepares 1099 forms for vendors.
- Assist with the reconciliation of bank statements.
- Assist finance staff to run financial reports, proofread budgets, and enter budgets into spreadsheets.
- Dependent on incumbent's skills and career interests, special projects in the areas of finance/accounting, management, or business administration as assigned.

### **Knowledge, Skills, and Ability Qualifications**

- High school diploma or GED
- At least 18 years of age and enrolled in a degree program at college or university, preferably in Business Administration with a concentration in Accounting or Finance.
- Basic understanding of accounting principles and banking functions is required.
- Proficiency with office management software and the ability to do basic math is required.

### **Other Requirements**

Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicants for consideration for the position.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk, and sit for long periods of time.

### **How to Apply**

Candidates desiring to apply for this position must submit the following by the closing date to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- AND**
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

**To apply for this position, interested candidates must submit their completed cover letter and resume on or before the closing date to:**

**Attn: Intern- Finance to:**  
**[careers@umithealth.com](mailto:careers@umithealth.com)**

***NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).***