THE CARTER CENTER

Operations | Internship

Program Finance

The Program Finance team is part of the Carter Center's Finance Department and supports the financial management of donor-funded projects and global country office operations. The team works closely with program and finance staff to provide budgeting, financial reporting, financial monitoring, compliance oversight, audit support, and financial analysis to help ensure donor funds are managed effectively and in accordance with organizational policies and donor requirements.

Number of interns per semester: one

Key Responsibilities (Approximately 75%)

- Analyze financial data, project expenditures, and budget-to-actual reports
- Support donor and management financial reporting and financial monitoring activities.
- Perform transaction testing to assess compliance with donor requirements and internal policies
- Review supporting documentation for expenditures
- Assist with internal audit efforts
- Review and analyze financial statements from international country offices
- Support reconciliation of general ledger, bank, and other balance sheet accounts for headquarters and country offices
- Assist with financial forecasting, data analysis, and special projects using Excel and other reporting tools
- Perform other finance-related duties and assignments as directed by the supervisor

Administrative and Operational Support (Approximately 25%)

- Assist with the maintenance of financial files and supporting documentation
- Organize audit and donor reporting records
- Update financial tracking tools and reporting schedules

- Attend meetings and assist with meeting notes and follow-up actions, as needed
- Provide general administrative support to the Program Finance team

Preferred Qualifications

- Minimum GPA: 3.2
- Majors: accounting, finance, business administration, economics, data analytics, public administration, international development, or related fields
- Strong analytical, organizational, and problem-solving skills
- Proficiency in Microsoft Excel; experience with financial systems is a plus
- Interest in nonprofit finance, grants management, compliance, auditing, and international development
- Strong written and verbal communication skills
- Ability to work independently and collaboratively in a team environment

Expected Learning Outcomes

- Grant and donor financial management
- Budgeting, forecasting, and financial reporting
- Internal controls and compliance monitoring
- Audit preparation and support
- International nonprofit finance and country office operations
- Financial reconciliations, data analytics, and process improvement