

Summer Work Program with Charter Success Partners

Finance Services



Duration:

13-week paid position, with the possibility of extension or future company position based on performance and available positions.

Logistics:

May 12 - August 10

Hourly Wage : \$17/hour, paid on the last day of the month each month

Expected to work 20 hours per week at a minimum/ max of 30

Device and office space provided

Location:

Hybrid work environment (combination of in-office and remote work)

Eligibility:

- Current undergraduate students (sophomore - senior standing) or recent graduates within 12 months of their graduation date.
- Passion for education, charter schools, and operational excellence.
- Hardworking, reliable, self-motivated, highly organized, efficient
- Able to pass criminal background check
- Ability to professionally communicate with team members via telephone, email and in person
- Ability to train and easily commute to CSP's primary office in Durham, NC.
- Google Drive and Google Sheet competencies

Key Responsibilities:

- Handling Confidential information
- Working in Finance ERP Database
- Retrieving Audit Documentation
- Archiving Documentation
- Preparing Documentation for Year End and Beginning Year Processes
- Entering Budgets
- Entering AP/AR Transactions
- Track Balance Sheets & Financial Reports
- A clear alignment with CSP's Core Values is a must:
 - Core Values
 - We are experts who get it.
 - We nurture relationships through presence.
 - We create solutions through collaboration.
 - We deliver what we promise.

Recruitment & Onboarding Process:

1. **Applications Open: April 22**
2. **Application:** Submit a resume, cover letter, a letter of recommendation from a professor, academic advisor or work supervisor, as well as a letter of recommendation from a character reference to Jade Gates at jade@chartersuccesspartners.com.
3. **Interview Process:** 1 hour virtual interview with CSP Finance Team Members
4. **Offers:** CSP will extend offers to selected interns by May 2, 2025. An employment contract will be signed once a background check has been completed.
5. **Onboarding:** Once selected, interns will receive an onboarding packet and a detailed training schedule.
6. **Training:** All interns will be required to be in person every day for the first two weeks at the CSP Durham Office for their initial training. After which, those who demonstrate mastery will be released for remote work 4 days a week, those requiring additional training may be required to continue working at the Durham Office, and those that do not demonstrate the necessary skills may be terminated.

Mentorship and Supervision:

- Each intern will be assigned a dedicated mentor per project to provide guidance throughout the internship.
- Regular check-ins with supervisors will be expected to discuss progress, challenges, and growth areas.

End-of-Program Evaluation: At the end of the internship, interns will be evaluated on their performance, and feedback will be provided for both their professional development and consideration for future opportunities within the company.
