



The Marine
Mammal Center

The Marine Mammal Center is a nonprofit veterinary research hospital and educational center with a mission to expand knowledge about marine mammals – their health and that of their ocean environment – and inspire their global conservation. The Marine Mammal Center is dedicated to the rescue and rehabilitation of ill and injured marine mammals – primarily elephant seals, harbor seals, and California sea lions. Since 1975, we've been headquartered in Sausalito, CA in the Marin Headlands within the Golden Gate National Parks, and have rescued and treated more than 15,000 marine mammals.

Financial Analyst and Accountant Internship – Finance Department

The Finance Department is seeking an unpaid intern to assist the Chief Financial and Operations Officer (CFO/COO) to ensure compliance with grant reporting deadlines as well as providing information on a timely basis to Department heads to help them make informed financial decisions. This position reports directly to the CFO/COO.

Primary Tasks:

- Work directly with the CFO/COO to assist with financial analysis and reporting needs
- Grant Reporting/Tracking/Billing using both internal and external applications
- Preparation of the monthly financial packages to department heads as well as answer any follow up questions
- Analysis of monthly budget to actual variance
- Assist with audit and tax schedules
- Financial Edge – maintain a thorough working knowledge to create ad-hoc reports , load annual budget numbers and perform queries as requested within the general ledger
- Assist with the Board financial packages
- Ability to research accounting issues (i.e.: FASB/GAAP/SOP)
- Prepare annual insurance applications
- Special projects as deemed necessary

Requirements and Qualifications:

- Due to the limited time of the CFO, the intern **must be resourceful and show self initiative to complete projects/tasks**
- Ability to work very independently and autonomously
- Finance/Accounting background – min 5 yrs experience
- Ability to research accounting issues
- Detail oriented yet the ability to step back and review a process and make suggestions for improvement
- The volunteer will be required to sign a confidentiality agreement, due to the access to financial information.

Commitment and Hours:

One six hour day per week, or two half days per week for a minimum of a 6-12 month commitment.

Benefits:

Ability to work in a very dynamic and exciting organization that values your contributions. There are plenty of opportunities to take on additional responsibilities and make added improvements.

If interested, please contact Scott Buhl, Volunteer Coordinator at buhls@tmmc.org or 415-289-7374.