



Finance Internship at the PMCA

March 16, 2018

Internship Project: Museum Financial Management
Time Period: Two days per week (10-12 hours) at the PMCA
Supervisor: Natalie Moreno-Cason, Deputy Director of Operations

Project Description:

Financial management is crucial to the day-to-day operations of a museum, and the Pasadena Museum of California Art (PMCA) is at a critical time now updating many of its internal financial systems and procedures. The PMCA seeks a Finance Intern to assist the Deputy Director of Operations in transitioning to this new phase by creating new policies and procedures, working with new operating and accounting systems, focusing on earned revenue opportunities (bookstore and rentals), and providing guidance to all museum staff with budgeting needs.

The ideal candidate will have an interest in finance/accounting, have above average data-entry and math skills, especially related to inventory and financial reporting, can communicate well on various levels, is very organized and good at note-taking, excellent follow-through and project management skills, and has a desire to work in a museum or nonprofit organization.

Project Goals and Tasks:

- Input accounts payables into accounting software and update Cash Flow Budget Report.
- Maintain vendor and independent contractor files and contracts.
- Assist with transition to cloud-based accounting and file management; scan and upload contracts, W-9's and bank information into accounting software/file management software.
- Assist with creation of Standard Operating Procedures for accounting and financial reporting at various levels.
- Assist with creating and updating upcoming and historical financial report packages/folders for Executive Director and Board of Directors.
- Create and update Operations Manual including service contracts and payment schedules.
- Assist with creating pricing packages for space rentals and cost reports for events.
- Assist with Bookstore inventory and profitability reports.