



SOCIETY^{to}
IMPROVE
DIAGNOSISⁱⁿ
MEDICINE

Position Summary

Title: Finance Intern

Reports to: VP of Finance

Department: Operations

Supervises: None

FLSA Status: Intern (20-25 hours/week)

Start/End Dates: Summer Semester (June 1 – September 1, 2023)

Location: Remote

Date revised: March 2023

The Position

The Finance team engages in every aspect of the organization, offering planning, budgeting, and fiscal support for effective, compliant operations. The Finance Intern position will provide qualified interns with an opportunity to experience administrative and operational financial functions of a leading non-profit organization. This internship opportunity will provide support for the organization's finance and accounting processes.

Responsibilities

- Trigger and monitor system to system data integrations; reconcile transaction differences between systems
- Prepare and maintain assigned standard accounting journal entries, requiring calculation.
- Process accounts payable.
- Create internal financial reports as needed.
- Work closely with finance team on accounting and finance projects as assigned.
- Provide general support for accounting and finance operations.

Desired Skills and Competencies

- Keen attention to detail and excellent organizational and time-management skills
- Proficient with finance management programs; QuickBooks a plus.
- Must have completed introductory accounting courses and have a basic understanding of financial principles.
- Proficient in Microsoft Office programs and internet applications
- Self-starter with the ability to work under a moderate level of supervision
- Effective written and verbal communication skills to build strong interpersonal relationships
- Currently, or recently enrolled in a graduate or undergraduate degree program (with 1 year of academic course work left in an undergraduate degree program), with an interest and working knowledge of finance and accounting.

SIDM is an equal-opportunity employer and seeks to employ qualified individuals based on individual merit. SIDM does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SIDM is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

About SIDM

The Society to Improve Diagnosis in Medicine (SIDM), a 501(c)(3) nonprofit organization, catalyzes and leads change to improve diagnosis and eliminate harm from diagnostic error. We work in partnership with patients, their families, the healthcare community, and every interested stakeholder.

SIDM is the only organization focused solely on the problem of diagnostic error and improving the accuracy and timeliness of diagnosis. Among its programs, in 2015, SIDM established the Coalition to Improve Diagnosis as a strategic initiative to increase awareness and catalyze actions that will improve diagnosis. Members of the Coalition represent hundreds of thousands of healthcare providers and patients—and the leading health organizations and government agencies involved in patient care. Together, we work to find solutions that enhance diagnostic safety and quality, reduce harm, and ultimately, ensure better health outcomes for patients.

SIDM's North Star is our vision of a world where no patients are harmed by diagnostic error. We are seeking a fundraising leader who will build a robust fundraising program with a deep, shared commitment to achieving SIDM's vision on behalf of our members, stakeholders, and all people.

To apply: Send cover letter and resume to careers@improvediagnosis.org