



## HOSPICE & PALLIATIVE CARE FOUNDATION

### **Intern Job Description: Healthcare Administration**

Founded in Spartanburg, South Carolina in 2000, the *Hospice & Palliative Care Foundation* is a registered nonprofit, 501(c)(3), organization that works with health care professionals across South Carolina. Our goal is to enhance the quality of life for both hospice and palliative care patients as a way to give back to our communities. The mission of the *Hospice & Palliative Care Foundation* is to discover and address the unmet needs of individuals and families facing end-of-life issues through innovative and collaborative programs and services, and includes financial, educational, technological, and grief support. For more information, please visit our website at [www.hpcfoundation.org](http://www.hpcfoundation.org).

**Position:** Health Care Administration Intern

**Description:** The *Healthcare Administration Intern* is responsible for performing general accounting activities, ensuring policies and procedures are met, and providing general clerical support to staff.

#### **Responsibilities:**

- Assist in establishing an inventory management system for the organization's camp supplies, and helping to organize existing supplies for an accurate starting point
- Performs general accounting activities, including the preparation, maintenance, and reconciliation of ledger accounts and financial statements, such as balance sheets, profit and loss statements, and statement of cash flows
- Prepares, records, analyzes, and reports accounting transactions and ensures the integrity of accounting records for completeness, accuracy, and compliance with accepted accounting policies and principles
- Provides financial support including forecasting, budgeting, and analyzing variations from budget
- Analyzes and prepares statutory accounts and financial statements, and reports
- Conducts or assists in the documentation of other projects, as assigned
- Attend staff meetings as needed or if able and take detailed notes
- Assist with policy reviews and application changes as needed
- Assist in managing facility operations
- Help with overall flow of administration

#### **Minimum Requirements:**

- Current junior, or rising senior
- Pursuing a degree in business, preferably in accounting
- GPA of 3.0 or higher

- Strong attention to detail
- Conscientiousness
- Common courtesy and customer orientation
- Excellent communication skills
- Completed or currently enrolled in coursework in accounting, corporate finance, economics, strategy
- Exceptional communication skills, both written and verbal, with the ability to speak in front of executive leaders and large groups
- Strong Excel modeling and data analytics skills

**Preferred Requirements:**

- Microsoft Office proficient
- Complex and creative problem-solving ability
- A team player, with a willingness to go above and beyond to deliver excellence, and to do whatever is required to get the job done
- A fun, curious, and open-minded personality, with an eagerness to learn new things and is not afraid to ask questions
- Knowledge or experience in nonprofit organizations and/or the hospice and palliative care industry is desired, but not required
- Must have a laptop and financial Calculator

**Start Date:** Position open until filled, requires a 3 - 6 month commitment.

**Hours:** Negotiable

**Compensation:** This is an **unpaid**/Volunteer Internship

**To Apply:** Please send cover letter and resume to [maggiem@hpcfoundation.org](mailto:maggiem@hpcfoundation.org)

*The Hospice & Palliative Care Foundation is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.*