



Eastern Band of Cherokee Indians College Student Internship Program

DIVISION: Treasury

PROGRAM: Office of Budget & Finance

JOB TITLE: Office of Budget & Finance College Intern

Overview:

The EBCI College Internship Program provides interested students currently enrolled in a college, university, technical, or trade school the opportunity to gain professional work experience that connects their classroom experiences and potential career choices. Students will learn and gain valuable work experience in the daily operations of a program within the Eastern Band of Cherokee tribal government.

Office of Budget & Finance Purpose:

The Office of Budget & Finance provides financial management and oversight functions for the Eastern Band of Cherokee Indians. The primary functions of this department include Accounting, Accounts Payable, Payroll, Treasury & Investment Management, Risk Management, Budget & Financial Analysis, Grants Compliance, and Procurement.

Key Responsibilities:

- **Financial Analyst:** Exposure to certain program budgeting processes to include funding, special general ledger accounts, functionality and how the program supports the tribe.
- **Budget Office:** Exposure to budget process to include creation, presentation, and any associated ordinances. Also, exposure to budget amendments process to include how and why a program might need an amendment.
- **Asset Management:** Exposure to fleet management processes to include tagging, tracking and depreciation. Explanation of Fleet Committee purpose and processes.

- **Grants Office:** Exposure to Grant Writing, awards, and compliance. Will also include processes to set up a grant for program use.
- **Purchasing Department:** Exposure to purchasing processes to include policy, requisition and contract review, and approvals. Tribal travel processes, credit card processes and assorted tribal monthly bills will also be covered.
- **Minors Trust:** Exposure to Minors Trust Fund processes to include application process, application intake and tracking.
- **Main Lobby Reception:** Exposure to public reception to include directing in person and phone requests to appropriate personnel. Will also have exposure to the intake, sorting and delivery of tribal mail.
- **Accounts Payable:** Exposure to invoice entry review and approvals. Exposure to Per Capita hotline.

Required Qualifications:

- Must be enrolled in a college or university studying Finance, Accounting, or Business. Bachelor's degree studies preferred.
- Able to provide own transportation to the work site(s).
- Able to commit to **ALL** program dates and programming events. Multiple absences will result in dismissal from the program.

Benefits:

- Pay rate: \$15/ hour

Click here to apply: <https://publicservices.powerappsportals.com/Internship-Program-Application/>