



Finance & Accounting Intern

About RenPSG

Headquartered and operated in Indianapolis, Indiana, RenPSG is the largest independent philanthropic solutions provider in North America. With more than 30 years of industry knowledge and experience, RenPSG delivers custom solutions that include tax expertise, accounting support, and impeccable client service. We count financial services firms, elite nonprofit organizations, and leading community foundations as our partners. Currently, RenPSG services \$18 billion in assets.

Culture

We focus on living our mission and values every day:

Mission: *To partner with clients to amplify charitable giving in a significant and meaningful manner*

Values: *Expectation Shattering Client Service. Commitment to Excellence. Team Above Self. Live with Integrity. Earn through Accomplishments. Accountable for Actions and Results. Continuous Innovation. Community Involvement. Have Fun.*

Accounting and Administration Intern

We are seeking eager and energetic interns to join our team! These positions support our gift accounting, tax preparation, client service and operations departments. As an intern you may have opportunity to complete a variety of tasks and will experience valuable learning opportunities.

Program Highlights:

- 16 Week paid internship
- Learn project management skills by participating in and reporting on initiatives that improve the service experience using Lean Process Improvement.
- Present summer projects to senior leadership
- Participate in professional and personal development curriculum including formal lunch and learn sessions, orientation program, communication training, and team building activities.

Responsibilities

- Work closely with our account management and client facing teams to facilitate a positive service experience.
- Monitor, report on, and coordinate client deliverables for the team
- Provide support services to implement new account set-up, tax return generation, client communication, and general account management.
- Assist with account administration including posting financial transactions, imaging system management, documentation, and account research.

Knowledge, Skills, and Abilities

- Flexibility and agility to shift priorities, cross-train, and work as a collaborative team player
- Self-motivated, resourceful, and possesses a desire to learn
- Critical thinking, analytical, and problem-solving skills
- Precise attention to detail, strong time management, and organization
- Excellent communication and interpersonal skills
- Strong business ethics and personal integrity
- Microsoft Office Suite experience – specifically Excel.

Qualifications

- Undergraduate or graduate students working towards a degree in business, accounting, management, finance, or legal studies
- GPA 2.75 or higher
- Previous work experience in customer service or accounting a plus
- Student organization or leadership experience desired
- Eligible to work in the United States.

Applying

Resume and cover letter should be sent to talent@reninc.com