



AFRICAN WILDLIFE FOUNDATION®

JOB DESCRIPTION

Position Title:	Business Process Documentation Intern	Salary Range:	TBD
Location:	Washington, D.C.	Department:	Finance
Supervisor:	Chief Financial Officer	Supervises:	N/A

POSITION SUMMARY:

The African Wildlife Foundation (AWF) has an immediate opening for a Business Process Documentation Intern. Working directly with the CFO, the Intern will be responsible for creating written documentation of policies and procedures for AWF's finance department, and a user guide for AWF's newly implemented financial management systems. The ideal candidate will be someone who can quickly understand a process and then accurately reflect that through clear text, diagrams and graphics.

Interested candidates should submit a brief e-mail that contains your cover letters and resume to intern@awf.org with the subject line "Business Process Documentation Intern".

KEY DUTIES & RESPONSIBILITIES:

- Create a project plan and provide weekly progress updates.
 - Conduct walk-through style interviews with AWF staff covering all transactional cycles.
 - Using create accurate flowcharts of all finance cycles and processes.
 - Document basic policies and procedures to be used as audit documentation.
 - Create a comprehensive user guide for AWF's financial management system (Serenic Navigator) and related subsystems.
 - Create organized filing methodology to ensure final products are easily accessible and updatable.
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QUALIFICATIONS:

- Strong organizational skills; detailed oriented.
- Ability to listen and ask relevant follow-up questions.
- Ability to accurately summarize complex information.
- Excellent writing skills with a strong eye for presentation and design.
- Very high comfort level with computer systems in general, with the ability to very quickly master new applications.