



# Compliance and Data Analyst

## **Position Logistics:**

Location: Boise, Idaho IRC location [7291 W Franklin Rd, Boise, ID 83709](https://www.irc.org/locations/boise)

Start Date: June 2020

Time Commitment: ~15 hours per week, duration at least one semester

This position reports to: Colby Page, Sr. Data and Program Quality Specialist

Who Should Apply: Finance, Accounting, or Data Science students, or other students who wish to broaden their experience

Where to apply: <https://rescueglobal.secure.force.com/volunteer/>

## **Please submit a resume and cover letter**

**Important Note:** This is an unpaid, but otherwise highly appreciated, internship.

## **Background:**

The IRC is an international non-profit that responds to the world's worst humanitarian crises, helping people survive and rebuild their lives, leading the way from harm to home. Since the Boise office opened in 2006, IRC Boise has resettled over 3,600 refugees and asylees, and provided aid to the broader Boise community.

## **Scope of work:**

Boise Refugee clients are served by three federal programs, Reception & Placement, Matching Grant, and Refugee Cash Assistance, and several state or privately-funded programs, which together help clients resettle in Boise, learn English and job skills, and to transition to self-sufficiency through their first employment in the United States. Each source of funding which supports IRC programming has their own, often complicated, set of requirements to document services and assistance distributed to clients. To ensure compliance with federal and state programs, the IRC is audited externally 3 or more times a year.

**IRC is an Equal Opportunity Employer** IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.



## **Project Description:**

The Boise IRC enjoys a great team who provide compassionate and impactful services to our clients, but who do not always fully or correctly document those services. The Compliance Assistant intern will work with the Sr. Data and Program Quality Specialist to review over online and file documentation, make corrections when possible, and work with service providers to correct other errors. The Compliance Assistant will have added responsibility in helping the Boise office to prepare for external audits if those occur during the duration of the internship.

## **Essential Position Functions:**

- Review the financial ledgers from our three databases, ETO, SUN, and IRIS, to ensure that they match; work with the Finance Assistant to make any necessary corrections
- Review case files for accurate, timely, and compliant service documentation; work with service providers to make improvements
- Help the Boise IRC Team prepare for reports, including the R&P Period Report, RCA Bi-Annual Report, and private grant reporting
- Digitize and shred old case files
- Review Contribution-in-Kind data; retrieve volunteer hour data when needed
- Data entry and database management and cleaning
- May be called on to help with other teams when needed, including serving shifts as a receptionist, or helping the case management and employment teams with initial services
- If the intern has experience, may be called on to conduct data analysis of services provided

## **Requirements:**

- Currently pursuing an undergraduate or graduate degree or recent graduate
- Willing to learn about IRC history, philosophy, global work, and local efforts; adhere to IRC volunteer and workplace policies
- Ability read and understand federal regulations in English
- Basic computer and financial literacy
- A sharp eye, and the curiosity to chase after a mystery until it is fully solved
- Reliable, independent, and able to take on a project assignment and ask for help when needed
- IRC orientation and background check required

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