

CITY OF PORT ORCHARD

Job Description

Job Title: Accounting Intern

FLSA: Non Exempt

Civil Service: Non Exempt

Department: Finance Department

Reports To: Finance Director

The Finance Intern assists City Finance staff in daily responsibilities and a variety of special tasks and projects. The Intern will be introduced to governmental accounting procedures including the Budget Accounting and Reporting System (BARS) used by governments in Washington State. Additional tasks relate to utility billing, accounts receivable and payable, storm drainage utility, and front counter reception procedures. The internship will include an overview of municipal finance including budgeting, cash flow forecasting, and responsibilities to elected officials and citizens.

Purpose:

The Accounting Intern has the opportunity to learn and gain first-hand experience in governmental accounting. They help perform research, prepare financial reports, and assist with reconciling accounts and other duties, as needed.

Job Functions:

- Shadowing members of the Finance department as they perform their duties.
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Working with accounting software.
- Handling sensitive or confidential information with honesty and integrity. Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the City.
- Taking on additional tasks or projects to learn more about accounting and office operations.

Skills and Specifications:

- Expertise in numbers and good math skills are very important
- The interns must have knowledge of the basic principles and practices of accounting and financial analysis.
- Must be able to collect, evaluate and interpret data, in both statistical and narrative form.
- Should be capable of preparing files and maintaining records and documentation.
- Other skills required are related to problem solving, entering and verifying data, knowledge of computers, various software applications and standard office equipment.

Education and Qualifications:

- Be attending an accredited Washington based college or university with a program in business administration and course offerings in governmental accounting and/or governmental auditing.
- Be a junior or senior level student.
- Be pursuing a major in business, accounting, economics, public administration, and/or any related program, with the desire to sit for the CPA exam.
- Have at least a 3.0 GPA in accounting.
Attention to detail, the ability to multi-task and excellent communication skills are all essential to this position.

Educational Benefits:

The City Finance Intern will have the opportunity to work with a small professional staff at the City of Port Orchard Finance Department. This position gives the student a chance to combine several skills (Excel spreadsheet, computer capability, basic accounting, filing, and workplace interaction) in support of the City Finance Department.

The Intern will be asked to write a two page white paper describing municipal finance.

The successful Intern will be eligible for a letter stating accomplishments and listing tasks completed. The letter will outline the various municipal finance disciplines covered during the internship.

Application Process:

Submit a resume and cover letter by 4:30 p.m. on ?, 2018. Please contact Deborah Howard with any questions regarding the application process.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.