



CITY OF PORT ORCHARD Human Resources

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www.cityofportorchard.us

Internship – City of Port Orchard Finance Department

Is government finance in your future? College students have an opportunity to learn about this as a viable career by applying for an Internship with the City of Port Orchard. The Internship involves assisting in performing professional accounting work to provide management and staff with necessary financial information for operation of a division or broad departmental program. Examples of duties include: preparing financial reports, preparing budget reports, processing purchase orders for payments, processing time cards for payroll processing, gathering data for special reports, and proof reading of reports.

Students must 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.

This is a 20-30 hour a week- 8 -10 week internship. Salary \$19.00 an hour

Apply by obtaining an application packet containing requirements from the City of Port Orchard Personnel Office, 216 Prospect Street, Port Orchard, WA 98366 or by downloading an application packet from our web site at www.cityofportorchard.us. Resume accepted with completed application. E.O.E

Closing date: Open until filled