

City of Streetsboro



POSITION AVAILABLE

Posting Date: Nov 30th 2022 Deadline: Dec 15th 2022

Job Title: SPRING 2023 ACCOUNTING INTERN
Department: FINANCE
Immediate Supervisor: DIRECTOR
Status: PART-TIME, UNCLASSIFIED, NON-EXEMPT, NON-BARGAINING
Compensation: Min \$16/hr. - Max \$18/hr.

JOB RESPONSIBILITIES :

- Assist with processing daily receipts, purchase orders, and invoices
- Assist with departmental reconciliations
- Maintain fixed asset schedule
- Assist with researching requests from Auditors
- Investigate transaction inquiries and follow up to resolve the related inquiries, as needed
- Maintain records in compliance with City policies and applicable laws and regulations
- Participate in new financial system implementation
- Other duties and projects assigned, as needed

QUALIFICATIONS :

- Must be currently enrolled and pursuing an undergraduate accounting degree
- Coursework completed in financial accounting required and governmental accounting, preferred
- Perform work with accuracy and attention to detail
- Ability to read and interpret documents and write routine reports and correspondence
- Maintain confidentiality of sensitive information
- Proficiency in taking directions and working cooperatively with others
- Experience working in Microsoft Office, Word and Excel
- Must possess and maintain a current, valid driver's license with dependable transportation
- Must be eligible to work in the United States
- Applicants must successfully pass a background check

WORK SCHEDULE :

In-person, predictable attendance during regular business hours. 20 hours per week, desired. Specific work schedule will be determined with flexibility of the intern's class schedule considered.

HOW TO APPLY :

Application forms are available on the City's website at www.cityofstreetsboro.com

Forward a completed, signed City employment application, resume, and references to:
SLockhart-Reese@cityofstreetsboro.com