

# City of Streetsboro



## POSITION AVAILABLE

Posting Date: 1/2/24 Deadline: Until Filled

Job Title: SUMMER ACCOUNTING INTERN  
Department: FINANCE  
Immediate Supervisor: DIRECTOR  
Status: TEMPORARY-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. Around 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/employment-application/](http://www.cityofstreetsboro.com/employment-application/) Forward a completed, signed City employment application, resume, and references to: [Slockhart-reese@cityofstreetsboro.com](mailto:Slockhart-reese@cityofstreetsboro.com)