

CITY OF CHEHALIS POSITION DESCRIPTION

Job Type: **Part-Time Internship**
Working Title: **Accounting Intern**
Department: Finance

FLSA Status: Non-exempt
Union Status: Non-represented
Updated: March 2021

Salary: \$15.09 - \$19.26 Hourly

Opening Date: 4/15/2021

Closing Date: Continuous

About the Position

The Finance department is offering internship opportunities to college students looking to pursue a career in accounting. The Finance department is responsible for general accounting, preparing and monitoring the annual budget, accounts payable, accounts receivable, payroll, treasury and debt management, and financial reporting for the City of Chehalis.

Our internship program provides both real world work experience as well as opportunities to learn about how municipal government operates and services it provides to its citizens. The intern will assist with fixed asset records, account reconciliation, project accounting, cash management, invoice voucher processing, and various other accounting tasks. This work will be performed under general supervision allowing the intern opportunity to apply knowledge acquired in the classroom and gain new skills and experience. To qualify, the applicant must be currently enrolled in college, preferably with a Junior or Senior status with basic accounting knowledge; sophomores will be considered upon successful completion of entry level accounting courses.

The start and duration of summer internships is somewhat flexible. The desired start date is May 25, 2021 and is expected to run through the week of September 25, 2021 for about 10+ weeks.

Learning Objectives

- Receive hands-on experience using various financial reporting tools
- Gain understanding of governmental accounting and financial reporting
- Expand research skills by working on special projects
- Learn about grant laws and regulations
- Gain an understanding of various government processes and regulations

Job Duties and Responsibilities

The selected intern will work with Finance Department staff on a variety of duties including:

- Fixed Asset records
- Audits various accounts and transactions for appropriate documentation and controls
- Assist with preparation of grants and loan files for archive
- Assist with various financial statement reports
- Assist with preparation of budget documents

Required Qualifications

- Currently enrolled in an accredited accounting program in a college or university
- At least a college sophomore with successful completion of basic accounting courses
- Commit to 10+ weeks of continuous internship, up to 28 hours per week during the summer
- Provide proof of 3.0 GPA or better

Preferred Qualifications

- Junior or Senior level college student enrolled in accredited college or university, currently enrolled in accredited accounting program.
- Completion of Governmental Accounting classes

Knowledge/Skills/Ability Qualifications

- Competence with computer skills; emphasis on Microsoft Office Excel, Word, Power Point
- Experience communicating effectively both orally and in writing
- Constructed problem-solving and analytical skills
- Self-starter, able to work independently, multi-task and prioritize, complete tasks on time and produce quality, detail-oriented work
- Ability to prepare a basic journal entry, monitor, verify, and review accounting transactions for accuracy
- Basic understanding of Generally Accepted Accounting Principles, accounting practices and theory.
- Valid Washington State Driver's License required.

Physical and Mental Requirements in Performing Essential Job Functions:

- Ability to sit at a computer monitor for extended periods of time
- Ability to perform repetitive finger, hand, and arm movements
- Ability to lift up to 25 pounds
- Ability to reach, squat, bend, and manually manipulate standard office equipment

Salary and Schedule

This internship requires that the applicant be a student currently enrolled in an associate, undergraduate or graduate degree program, with an emphasis in Accounting. Work hours may be up to 19 hours per week during school, and up to 28 hours per week during school breaks and summer. Generally, work hours are from 8:00 a.m. to 5:00 p.m. M-F. The salary is \$15.09 - \$19.26 per hour. This position is not eligible to receive benefits such as health insurance, paid sick or vacation, or paid holidays.

To Apply

- Submit a resume, cover letter, and college transcript by attaching them to your electronic application
- The cover letter must be no more than two pages long and include specific examples of how you meet the **Preferred** and **Required Qualifications** (above) for this position
- A list of two academic or professional references
- Application may be filled online at: www.ci.chehalis.us/jobs

Contact Information

If you have questions about the position and/or requirements, please contact Chun Saul, Finance Director, 360-345-3231 or via email csaul@ci.chehalis.wa.us

Accounting Intern Supplemental Questionnaire Required to be submitted with your application.