



College Internship

Position: Intern, Part-time

Location: Finance Department

Number of hours: 10-19 Hours per week

Pay Rate: \$10.00 hour

The position: This position is with a public agency, where governmental accounting practices are utilized. Under immediate supervision, the Finance Intern will assist with Accounts Payable, Accounts Receivable, posting of Accounting entries, Account Reconciliations and Special Projects as assigned. This position will also handle some clerical duties.

Qualifications: Applicant must be currently enrolled in an accredited program as a student. Open to undergraduate students with a major in Accounting, Finance, or other closely related field. JCSD is seeking candidates who are proficient in Word, Outlook, Access and Excel. Ability to take direction, write clearly, compile data, analyze data, conduct research, prepare reports and to interact effectively with department staff.