

## **Department of Finance**

### **Internship Program**

#### **Job Description**

**Objective Goal:** *To educate an intern as to the many facets of City government while equipping them with knowledge of each departments' operation processes which will further ensure proper information is relayed to individuals calling or visiting the Department of Finance.*

*We value our interns and go the extra mile to make sure you receive a learning experience that fits your career goal while helping you build effective working relationships with executives in City government. You will become extremely knowledgeable of the delivery of City services and special projects geared towards strengthening a sense of community with our constituents. You will also learn how to work in a professional environment and have ample opportunity to network with inner-department leaders and other professionals who share in this department's goals.*

#### **What you will perform:**

- Developing spreadsheets for reconciliations and analysis (e.g. bank reconciliations, yearend CAFR analysis, prepping FY2014 files)
- Audit vendor setup screen in Munis as to verify and identify any missing data (i.e. vendor address, contact information, social security or tax I.D. number). This task will also contact vendors for an updated W-9 form thus reducing the City exposure in an audit.
- Review and computerize the City Record Retention Policy for Accounts Payable off-site storage database.
- Audit and maintain a log for TCM images as to non-compliance issues such as reviewing the quality of scan to the hard copy documents.
- Possibly work on revising debt service schedules (i.e. looking at departmental allocations and verifying the percentages are correct).

#### **What we require:**

- Professional demeanor while working under pressure
- Excellent customer service skills (in person and via telephone)
- Basic knowledge of Microsoft programs
- Working knowledge of operating general office equipment
- Proofreading, grammar and punctuation proficiency
- Creativity and flexibility
- Ability to lift up to 25 pounds.