



Finance Administrative Intern

Department: Finance
Reports to: Finance Director
FLSA Overtime Status: Non-Exempt
Grade:
Revision Date: January 27, 2022

OBJECTIVE

Assists the Finance Director with data entry and other administrative tasks, primarily in preparation for the City's Annual Financial Audit.

SCOPE

The Finance Administrative Intern works under the direction of the Finance Director.

ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.

1. Perform data entry tasks into Excel spreadsheets.
2. Research internal and external systems for requested information.
3. Prepare and scan documents to be sent to the Audit firm.
4. Scan and file documents.
5. Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED is required. Must possess a current driver's license.

Community College or College Student attending classes in accounting, business, or finance preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Microsoft Word and Excel.

Skill in reading, writing, and speaking English proficiently, in organizing and prioritizing work, operating computers and all other job-related equipment.

Ability to develop and maintain effective working relationships with members of other City departments, read and discern visual images on a variety of media; operate computer equipment for long periods of time.

EQUIPMENT

Standard office equipment including but not limited to computers, calculator, copier, telephone.

WORKING CONDITIONS

Work is performed in an office environment. There is extensive attention to detail.

PHYSICAL REQUIREMENTS

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Light Work: Exerting up to 20 pounds of force intermittently.

ADA CONSIDERATIONS

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.