

Financial Services Intern

Minimum Preparation for Work:

College student, 18- to 24-years old, who resides or attends school within Escambia County, Florida.

Necessary Special Requirements

Strong organizational and personnel management skills. Proficient skill in Microsoft Suite (Word, PowerPoint, Excel) software program. Excellent time management skills and ability to coordinate interrelated projects. Strong interpersonal and conflict resolution skills.

Nature of Work

This person will assist the Accountants, Grants and Risk Management sections in processing moderately complex departmental accounts payable, payroll, grants reconciliation and a variety of basic accounting, and prepares reports of a basic and complex nature.

Examples of Work

- Performs a variety of accounting functions including accounts payables, reconciling accounts, preparing accounting schedules and assisting with the preparation of a variety of reports as needed.
- Prepares, submits, reviews, and analyzes a variety of reports agencies and makes recommendations based on findings.
- Assists in research and documentation requests for a variety of tasks including those related to Accounts Payable, Grants research and documentation and public records requests.
- Assists with budget preparation as needed by the Budget Manager.
- Performs other duties as assigned.

Work Environment:

Work is primarily sedentary in nature and performed in an office environment. The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.