



CITY OF OLYMPIA
invites applications for the position of:
Accounting Intern

SALARY: \$13.34 - \$15.12 Hourly

OPENING DATE: 07/05/17

CLOSING DATE: Continuous

DESCRIPTION:

About the Position

The Fiscal Services Line of Business is seeking an Accounting Intern. Fiscal Services is responsible for the general accounting, budget management, accounts payable, payroll, debt management, tax and licensing administration, and accounts receivable billing and collections for the City of Olympia. The intern will assist with internal audits, grant and loan reporting, cash management, account reconciliation, project accounting, and various other Fiscal Services 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 projected start date is Sept 18, 2017. This internship is expected to run through the week of December 15, 2017.

Learning Objectives

- Receive hands-on experience using various financial reporting tools
- Gain a greater understanding of government financial reporting
- Expand research skills by working on an internal audit
- Obtain an understanding of a the government request for proposal application process
- Learn about grant laws and regulations
- Gain an understanding of various government processes and regulations
- Gain an understanding of public disclosure regulations

Job Responsibilities

The selected intern will work with Fiscal Services staff on a variety of duties including:

- Internal audit of various accounts for appropriate documentation and controls
- Reconciliations of various governmental accounts and programs
- Prepare grant and loan files for archive
- Assist with various financial statement reports

Knowledge and Experience Qualifications

- Competence with Microsoft Office; emphasis on Excel and Word
- Experience communicating effectively both orally and in writing
- Constructive 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

Preferred Qualifications

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

Required Qualifications

- Currently enrolled, at least a College Sophomore with successful completion of entry level accounting courses.
- Currently enrolled in an accredited accounting program.

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 40 hours per week during school breaks and summer. Generally, work hours are 8:00 a.m. and 5:00 p.m. M-F. The salary is \$13.34 - \$15.12 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.
- This is a continuous recruitment. In order to be eligible for first review, all application materials **must be received by 5:00 p.m., August 1, 2017.**

Contact Information

If you have questions about the position and/or requirements, please contact Stacie Tellers, Senior Accountant, 360-753-8599 or via email stellers@ci.olympia.wa.us

In order to participate in the recruitment process, accommodations for people with disabilities may be made by contacting Human Resources at (360) 753-8442.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.olympiawa.gov>

Position #1700059
 ACCOUNTING INTERN
 CW

PO Box 1967
 Olympia, WA 98507
 360-753-8305

Accounting Intern Supplemental Questionnaire

- * 1. Are you currently enrolled full-time as an undergraduate or graduate student in an accredited college/university?
- Yes No
- * 2. Do you have or are you pursuing a degree in Accounting?
- Have a degree in Accounting and pursuing a graduate degree
- Pursuing a degree in Accounting
- Pursuing a non-accounting degree
- * 3. What year of school are you in?

- Sophomore
 - Junior
 - Senior
 - Graduate program
- * 4. Do you have a valid driver's license?
- Yes No
- * 5. Which of the following best describes your knowledge of Governmental Accounting?
- None
 - Limited - Understand governmental structure
 - Intermediate - Taken an entry level class
 - Advanced - Worked in governmental accounting
- * 6. Which of the following best describes your proficiency with Microsoft Excel?
- None
 - Beginner
 - Intermediate
 - Advanced
- * 7. Briefly describe your experience using excel.
- * 8. Briefly tell us about your experience in the Accounting industry other than school.
- * 9. What is your Grade Point Average (GPA) in accounting classes?
- * 10. What is your availability Monday-Friday, 8am-5pm?
11. Is there anything you would like us to know about yourself? (Optional)
- * Required Question