



<b>JOB TITLE:</b>	Finance and Administration Internship	<b>DEPT:</b>	Finance/Admin
<b>REPORTS TO:</b>	Finance Director and Assistant Finance Director	<b>FLSA STATUS:</b>	
<b>BARGAINING UNIT:</b>	None	<b>CLASSIFICATION:</b>	
<b>DATE PREPARED:</b>	March 21, 2022	<b>DATE APPROVED:</b>	

### Summary

Our Internship Program is designed to provide a student, a challenging, hands-on experience in local government. Interns will participate on meaningful projects to support our organization. Our goal is to ensure the growth of the Intern's skills and abilities.

### Employment Information

- Unpaid voluntary Internship.
- Hours required by the attending college/university for internship credit.

### Supervision

None. Works under the general supervision of the Finance Director and Assistant Finance Director.

### Essential Functions and Responsibilities

- Document Management.
- Filing.
- Bank Reconciliations.
- Assist Accounts Payable/Accounts Receivable as necessary.
- Cashiering.
- Journal entry and data review.
- Cash receipting and bank deposits.
- General ledger and account reconciliations.
- Escrow account reconciliation.
- Back-up receptionist.
- Other duties as assigned.

## **Qualifications**

- High School diploma required.
- Must be at least 18 years of age.
- Must currently be pursuing a Bachelor's or Master's degree in Finance, Accounting or related field from an accredited college or university.
- At least one year of Basic Accounting experience required. Government or Non-Profit Accounting experience preferred.
- Knowledge of Municipal Government preferred.
- Knowledge and use of Office 365 and Microsoft Teams preferred.
- Knowledge and use of Microsoft Office (Word, Excel, PowerPoint) is required.
- Must possess a valid Driver's License.
- Must be willing to undergo a background check, driver's license check and drug and alcohol test.

## **Knowledge, Skills and Abilities**

- Have an inherent interest in Finance/Accounting and great business acumen.
- Be willing to work in a fast-paced environment and partner with different teams.
- A great communicator with focus and attention to detail.
- Problem solver.
- While this position does not have direct contact with the public, the individual should be able to maintain a positive public service attitude, if ever asked to assist the front lobby receptionist.
- Possess the ability to pay close attention to details and have a high level of accuracy on all assignments.
- Excellent self-starter and organizational skills.
- Has the ability to prioritize and schedule workload appropriately to meet deadlines.
- Is punctual and maintains regular attendance at work.
- Has the ability to focus in a very busy office with many distractions.
- Has the ability to work independently with little supervision.
- Is competent in the use Office 365 and Microsoft Teams (preferred).
- Ability to promote and establish effective working relationships.

## **Work Environment**

This job generally operates in a professional office setting in a quiet environment but sometimes work may be performed outside of the office or in a public meeting setting, which may result in excess noise levels, at times. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and other related office equipment.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to talk and hear.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- To function in activities involving walking, bending, stooping, lifting, reaching above shoulder, climbing stairs, and driving a vehicle.
- Frequently required to sit for up to 4-8 hours, stand for up to 2-8 hours, walk for up to 2-8 hours and drive for up to 1-2 hours per workday.
- To lift, move and carry up to 25 lbs.
- To speak and write English fluently.
- Ability to use both the right and left hand for repetitive actions, firm grasping of tools, equipment, and objects.
- The employee is occasionally required to use hands to hold or feel objects, tools or controls and reach with hands and arms.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **EEO Statement**

Warrington Township provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.