



City of Des Moines, Washington

JOB DESCRIPTION



FINANCE INTERN

Extra Hire, Part-time

Salary Grade: EH-5

Union Status: Non-represented

FLSA Status: Overtime Eligible

EEO Category: Administrative Support

Nature of Work

Under the direction of the Finance Director, performs a variety of technical and analytical duties including reconciling, auditing, and reporting functions with a primary emphasis on processing business licenses and entry into the financial management software programs. May assist with a variety of accounting functions depending on skill level and time of year; not all duties occur all year.

Status and Work Schedule

This is a part-time variable-hour position with no benefits other than those mandated by law. Hours will vary and will be somewhat flexible to work around class schedules, but may require onsite work Monday through Friday. The work will include recording/auditing, and the full-time months will use the extra hours to explore other accounting functions to provide the student with a broader accounting experience (e.g., accounts payable, budgeting, fixed assets, grants, etc.)

One year commitment preferred.

Essential Functions

- Records daily banking disbursements into the general ledger.
- Records daily revenue deposits into the general ledger.
- Audits daily cash register activity and compare to bank deposits.
- Reconciles all banking activities to the general ledger and cash register reports.
- Assist with processing business license applications and business license renewals; as well as, business & occupation tax returns.
- Assists in updating a variety of spreadsheets as well as creating new spreadsheets as directed.
- Assists with accounts payable auditing and invoice input, scanning and filing.
- Assists with various budget spreadsheets, files and document updates.
- Assists with preparation and review of Six Year Capital Plan.
- Assists with review of Comprehensive Annual Financial Statement.
- Establishes and maintains cooperative, effective working relationships with coworkers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Basic knowledge of accounting principles.
- Basic knowledge of personal computers, Microsoft Office Word and Excel programs.

Ability to:

- Successfully follow instructions.
- Provide good customer service to businesses filing for a business license and/or tax return.
- Maintain confidentiality regarding sensitive information and confidential records.
- Accurately enter data into computer systems.
- Demonstrate attention to detail.
- Work independently and with supervision.
- Meet deadlines.
- Maintain fair, equitable and cooperative working relationships with co-workers.
- Communicate effectively; both orally and in writing.

Education and Experience Requirements

- Completion of the first year of accounting with a grade of B or better in accounting classes is required. (Will require unofficial transcripts as part of application to be further considered.)
- Enrolled or enrolling in Accounting or Finance Bachelors of Science program preferred.

Special Requirements

- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.
- Successful completion of a pre-employment background and criminal history check.

Working Conditions and Physical Abilities

- Work is performed in an office setting. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- The City of Des Moines is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state or local law.