



JOB DESCRIPTION

TITLE: ACCOUNTING INTERN
STATUS: TEMPORARY
REPORTS TO: FINANCE DEPARTMENT DIRECTOR
WAGE: \$13.50 - \$15.00 HOUR

The City of East Wenatchee respects and seeks to empower each individual and support diversity in our workforce. All employees and applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

POSITION SUMMARY:

The City of East Wenatchee seeks a motivated accounting/finance intern who is ready to apply knowledge of financial terms and principles to real world experiences. The intern will assist with a wide range of duties, including preparing financial reports, and learning about varied accounting activities. This is an exciting opportunity for any student pursuing a career in finance. A great opportunity to gain hands-on experience in an accounting position, and gain experience with a knowledgeable professional. Flexible schedules for students are available.

DUTIES and Responsibilities:

Finance Department Intern:

1. Assist with data entry
2. Assist with department records management
3. Assist with month-end financial reports
4. Help with accounts receivable, payable, and bank statement reconciliation
5. Assist with audits
6. Reconcile balance sheet accounts
7. Support with payment processing

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities:

1. Business, Finance, Economics, or Accounting major
2. Proficient in Microsoft Office
3. Aptitude for mathematics Strong verbal and written communication
4. Excellent analytical and problem-solving skills
5. Strong work ethic and attention to detail
6. Available to work 10-15 hours each week

Education and Experience:

- U.S. Citizen or legally eligible to work in the United States.
- High school diploma or GED.
- Successfully pass a pre-employment background check.

WORKING CONDITIONS:

- Work is performed in an office setting.
- Lift and/or move up to 15 pounds and occasionally up to 20 pounds.

The statements contained herein reflect general details as necessary to describe the principal functions for this job, 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 otherwise to balance the workload.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Regular and consistent attendance is a condition of continuing employment.

EMPLOYEE ACKNOWLEDGEMENT:

I understand the job duties and responsibilities contained within this position description and as described by the immediate supervisor.

Employee Signature

Date