



*Service Beyond Expectation*

**INTERN  
(Accounting)**

Job Status: Non-Exempt  
Date Adopted: 07-2006  
Date Modified: 07-31-2025

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

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**DEFINITION**

Under immediate supervision, to perform various accounting duties and projects to support the District's Finance Department.

**LEARNING BENEFITS**

The internship is designed to be both educational and practical. In this position, the intern will learn how to take skills they may have acquired in school related to their particular area of interest and apply them in a professional setting.

**SUPERVISION RECEIVED AND EXERCISED**

Incumbents assigned to this position work under close supervision of the Finance Manager, Senior Accountant, and Accountants; and must be able to understand and follow directions and apply theoretical knowledge, financial law, and government policies in their day-to-day work.

This is a temporary entry-level position for a college student intern to work no more than 960 hours per fiscal year.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Operate a computer, including word processing, spreadsheet, database, and accounting software programs.
2. Perform daily accounting functions under direct supervision.
3. Assist staff during District's annual audit.
4. Compile and organize financial and statistical data from various sources; prepare various analyses, reports, statements, and supporting schedules.
5. Assist with month-end closing procedures.
6. Perform related duties or special projects as assigned.

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7. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
8. Regular attendance at the work site.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

General filing techniques.  
Standard telephone techniques.  
Modern Office methods and procedures.  
Operational characteristics of word processing, spreadsheet, and database computer applications.  
Intermediate to advanced accounting.  
Proper work safety standards.

#### **Ability to:**

Must be able to read and write at a level required of assigned duties.  
Operate standard office equipment (phone, copier, and fax).  
Operate personal computer.  
Comply with the District's safety, health, and environmental policies.  
Present a professional image and communicate effectively with others.  
Organize and work on simultaneous assignments with attention to schedules and deadlines.  
Maintain quality of work through attention to detail and accurate preparation of work papers.  
Establish and maintain effective working relationships with others and communicate effectively, both orally and in writing

### **REQUIRED QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

<b>Job Title</b>	<b>Intern (Accounting)</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• General accounting experience is preferred but not required.</li></ul>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Currently pursuing a degree in accounting or finance and having successfully passed an introductory accounting class.</li></ul>

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### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

#### **Environment:**

Typical office environment; noise level is usually quiet

#### **Physical:**

While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms. Employees are occasionally required to sit for pro-longed periods. Ability to occasionally perform lifting of up to twenty-five (25) pounds.

#### **Mental:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple tasks and interact with District staff and others encountered in the course of work.

#### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

#### **Hearing:**

Hear in the normal audio range with or without correction.