



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-Time**)
DEPARTMENT.....: Finance
DIVISION.....: Accounting
CLASSIFICATION/GRADE.....: Summer Intern
REVISED.....: 03/2017
REPORTS TO.....: Comptroller and/or Chief Financial Officer
REVIEWED.....: 03/2017
WAGES.....: Hourly

*****PLEASE SUBMIT YOUR CURRENT
TRANSCRIPT WITH APPLICATION *****

SUMMARY:

The intern will perform any office work deemed necessary in the areas of accounting, including but not limited to Audit, Grants, Capital Projects, Cash and Investments, Accounts Receivable, Accounts Payable, Filing and Copying.

BASIC FUNCTIONS:

1. Assist the various sections of the Accounting Division with audit schedules, capital projects, contract files, grant research and special projects.
2. Reconcile the general ledger, bank statements, audit schedules and other financial management reports.
3. Files and makes copies of documents when needed.
4. Any other duties as requested by your supervisor.

OTHER REQUIREMENTS:

1. Must possess strong mathematical and writing skills.
2. Must be proficient with personal computer in particular with Microsoft Office Programs
3. Must have a knowledge of basic office machines (10-Key calculators, typewriter, copier, printer and fax)

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status in a Community College or University in Accounting by May 2017.**