



ACCOUNTING INTERN

Department: Administration

FLSA Status: Non-Exempt

Pay Grade: \$20.00 - \$25.00/hour

Reports To: Finance Manager

Approved Date: 04-07-2026

GENERAL STATEMENT OF THE POSITION

Provides responsible administrative and technical support to the Finance Manager and Administration Department in municipal accounting and financial operations. Assists with a variety of accounting functions, including reconciliations, financial reporting, audit preparation, and budget support. This position is designed to provide practical experience in governmental accounting and public sector financial management. This position is ideal for a student seeking hands-on experience in governmental accounting, auditing, and public sector financial operations.

SPECIFIC DUTIES AND RESPONSIBILITIES

Assists the Finance Manager with general City accounting functions, including reconciliation of financial and banking statements with batched transactions, annual audit preparation, and budget assistance.

Assists in preparing back-up materials, reports, and supporting documentation for City Council, Budget & Finance Committee, and other meetings.

Performs reconciliation of financial and banking statements and assists with formatting financial reports for internal and public distribution.

Provides support for month-end and year-end financial processes, including data organization and audit support activities.

Performs data entry, file management, and research projects related to financial records, transactions, and reporting.

Assists with maintaining organized financial records, including digital and physical files, in accordance with City policies.

Provides administrative support to the Finance Manager and Administration Department as needed.

MINIMUM EDUCATION AND TRAINING

Enrollment in or recent completion of a Bachelor's or Master's degree in Accounting, Finance, Public Administration, or a related field.

Preference will be given to candidates with prior coursework or experience in accounting principles, financial reporting, or governmental accounting.

MINIMUM QUALIFICATIONS AND STANDARDS

Knowledge, Skills, and Abilities:

- Basic understanding of accounting principles and financial statements
- Strong attention to detail and organizational skills
- Ability to work with spreadsheets and financial data
- Ability to maintain confidentiality of financial information
- Ability to communicate effectively both verbally and in writing

Computer Skills:

Working knowledge of Microsoft Office Suite, particularly Excel; familiarity with accounting or ERP systems is preferred.

Interpersonal Communication:

Ability to work collaboratively with staff and communicate information clearly and professionally.

Physical Requirements:

Must be physically able to operate standard office equipment. Tasks require light physical effort, including sitting, standing, and occasional lifting of up to 25 pounds.

SCHEDULE

Flexible schedule to be coordinated with the Finance Manager based on the candidate's academic commitments. Anticipated workload is approximately 10–15 hours per week, with the potential for additional hours during peak periods (e.g., audit preparation). This position is primarily performed onsite at City facilities during standard business hours.

The City of Sunset Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Selection is based on the candidates whose background qualifications, and any preferences requested from the hiring manager, most closely match the requirements for the job.