Finance Intern

Dates of Internship

Spring 2019

Supervisor

David Hillers

512-974-9367

david.hillers@austintexas.gov

Work schedule

Flexible 20 hours per week

Is this a Paid Internship?

Yes

Primary Project

The purpose of the Finance Intern position is to assist in reviewing documentation, funding and other information for accuracy and ensures that transactions are processed in accordance with city policy, applicable laws and regulations, and sound business practices. Preparing financial reports by preparing periodic internal and external financial documents, supporting schedules and financial reports to ensure accuracy; researching, compiling, monitoring, and summarizing current and historical financial information and data; and reporting on financial condition and trends. Monitoring expenses and activities and identifies and solves potential or existing problems.

Internship Goals

- Gain understanding of the City of Austin's financial and budget processes.

- Develop time management skills and the ability to be responsible for more than one project at a time.

- Develop organizational skills to complete the project in a timely manner.

Qualifications

- Currently enrolled in an accredited college/university degree program pursuing a degree in Finance, Accounting, Business Administration or related field.

- Proficiency in Microsoft Office Suite 2013, specifically Microsoft Excel, Word and PowerPoint.

- Effective communication and listening skills in a teamwork environment.

- Demonstrated ability to work on multiple projects with strong attention to detail.

Additional Information

Candidates must complete a Microsoft Office assessment, with emphasis on Excel prior to consideration for internship.