



## College Internship

**Position:** Intern, Part-time

**Location:** Finance Department

**Number of hours:** 10-19 Hours per week

**Pay Rate:** \$10.00 hour

**The position:** This position is with a public agency, where governmental accounting practices are utilized. Under immediate supervision, the Finance Intern will assist with Accounts Payable, Accounts Receivable, posting of Accounting entries, Account Reconciliations and Special Projects as assigned. This position will also handle some clerical duties.

**Qualifications:** Applicant must be currently enrolled in an accredited program as a student. Open to undergraduate students. Computer skills -- proficient in Word, Outlook and Excel. Ability to take direction, write clearly, compile data, analyze data, conduct research, prepare reports and to interact effectively with department staff.

**To apply:** Applicants may apply in person, via fax, or online.

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