

Finance Intern

Unpaid/ Part-Time

THE POSITION

The City of San Fernando is seeking a responsible, dedicated and motivated student or recent graduate to become a part-time Finance Intern in our Finance Department.

Under general supervision, the Finance Internship is an opportunity for students and/or recent graduates to gain valuable professional experience preparing, reviewing, understanding, researching and analyzing financial statements, documents, budgets and processes, as well as other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Interns will be trained to assist with performing essential duties, which may include, but not limited to, the following:

- Review the City's Annual Budget, as well as budgets from other municipalities, to become familiar with the information included in a municipal budget.
- Review the City's Comprehensive Annual Financial Report (CAFR) to become familiar with the City's financial statements (i.e., balance sheets, income statements, etc.) to understand the City's financial position.
- Assist with analysis of budget vs. actual revenues and expenditures throughout the fiscal year.
- Assist with preparation of presentation materials for use by the Finance Director at a City Council meeting.
- Prepare budget documentation (e.g., forms and instructions for completing the forms) to be distributed to Departments for budget requests.
- Assist with budget preparation and special projects as assigned.

DESIRED QUALIFICATIONS

Knowledge of:

- Microsoft Word, Excel and PowerPoint.
- Modern office practices, procedures, equipment and data processing.

DESIRED QUALIFICATIONS

(CONTINUED)

Knowledge of:

- Computerized financial systems, spreadsheet applications and modern accounting software.

Skills:

- Strong research, analytical, and critical thinking.
- Excellent customer service.
- Organizational and problem-solving.
- Strong writing, proofreading, effective communication, and presentation.

Ability to:

- Prepare clear and concise financial statements, as well as basic statistical and narrative reports.
- Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- Analyze complex financial transactions, reconciliation, reporting, and so on.
- Understand and follow written and oral instructions
- Maintain confidential information
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and speak Spanish (desirable).

ELIGIBILITY REQUIREMENTS

In order to apply for unpaid internship with the City, students and/or recent graduates must meet the following criteria:

- Be at least 16 years of age.
- Be at least a high school senior.
- Attend an accredited educational institution, including but not limited to: high school, trade school, technical or vocational institute, college, university or graduate school. Recent graduates are eligible to apply, and do not have to show proof of enrollment.
- Have written permission from the institution at which he/she is currently enrolled to participate in internship program, if applicable.

ELIGIBILITY REQUIREMENTS

(CONTINUED)

- Have a minimum GPA of 2.0 on a 4.0 scale.
- Have a valid California ID Card.
- Demonstrate a strong interest in City government, public service, as well as a commitment to excellence. Preference will be given to residents of the City of San Fernando.

Essential duties require the following physical and mental abilities and environmental conditions:

- Sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrist; stoop, kneel, bend at the waist, crouch or crawl; and have close vision, color vision and the ability to adjust focus.
- Reads and interprets data, information and documents; and operates a computer keyboard, calculator, telephone for long periods; tolerates exposure to vibration, pitch and glare from a computer; lifts supplies/forms; interacts with customers and/or the general public.
- Works in an office environment where the noise level is usually quiet.

INTERNSHIP SCHEDULE

Internship start and end dates are flexible, and primarily depends on a student's availability and school schedule.

Generally, interns are expected to work a minimum of 15 to 20 hours per week during the fall and spring terms, and full-time during the summer. However, specific hours/schedules are flexible and negotiable.

CREDIT HOURS

This is an unpaid internship for credit only, and is NOT eligible for benefits. Credit options can vary depending on the student's time commitment and the length of the program. Each intern is evaluated periodically by their supervisor, and a certificate of completion is provided upon completion of the program.

SALARY AND BENEFITS

\$0.00 Per Hour

This is an unpaid, part-time internship program that is designed to accord participants an opportunity to learn and/or develop new skills, as well as knowledge and experience in a specific area of government, community and public service.

APPLICATION PROCESS

Applicants must submit the following five documents in order to be considered for an interview:

- A completed copy of the City employment application form.
- An up-to-date resume.
- Evidence of current enrollment in school and grade report/transcript or diploma if recently graduated.
- A written permission form from your school to participate in internship program (if currently enrolled).
- A cover letter stating which particular office/department and position you're interested in, and why.

Applicants should submit original copies of all five documents to the following address:

***City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340***

Eligible candidates may be required to complete a background check, including reference check and/or DOJ fingerprinting. All appointments are made contingent upon successful completion of a post-offer per-appointment physical, which may include a drug screen.

You may download an application via the City website (www.sfcity.org) or pick one up at San Fernando City Hall (117 Macneil Street, San Fernando, CA 91340). For questions, please contact Michael Okafor at 818.898.1239 or via email (MOkafor@sfcity.org).

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.



**INVITES
APPLICATIONS
FOR**

***Finance Intern
Unpaid/Part-Time***

SALARY

\$0.00 Per Hour

FILING DEADLINE:

**OPEN UNTIL FILLED
Apply Immediately**