

## **FINANCE INTERN**

(UNPAID/PART-TME)

### **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.

This position can be for Fall/Winter, Spring or Summer. The targeted start and end dates are flexible, and may depend on job opening and Intern's availability.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Interns will be trained to assist with performing essential duties, which may include, but are 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 Power-point.
- ❖ Modern office practices, procedures, equipment and data processing.
- ❖ Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- ❖ 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.
- ❖ 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.

### **INTERNSHIP SCHEDULE**

Internship start and end dates are flexible, and primarily depends on Intern'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 internship can be 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.

**Essential duties require the following physical and mental abilities, as well as environmental conditions:**

The Intern is regularly required to 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 wrists; 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.

**APPLICATION PROCESS**

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

- ❖ A completed copy of the City job 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 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:

**The Personnel Office  
City of San Fernando  
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 pre-appointment physical, which may include a drug screen.

You may download an application via the City website: [www.sfcity.org](http://www.sfcity.org) or pick one up at San Fernando City Hall, 117 Macneil St. San Fernando, CA 91340. For questions, e-mail Michael Okafor at [mokafor@sfcity.org](mailto:mokafor@sfcity.org) or call (818) 898-1239.

**SALARY AND BENEFITS**

**SALARY: \$ 0.00 Per Hour**

**No benefits are applicable.**

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.

Primarily, the Finance Intern shall experience real world application of business processes learned in the classroom, especially as related to preparing, reviewing, understanding, and analyzing financial information.

**ABOUT THE CITY**

Only 23 miles from downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. San Fernando is a historic community of approximately 25,000 and 2.4 square miles, with small town atmosphere, and well-planned blend of residential, commercial and industrial development.

The City has about 150 employees, out of which, seven works in the Finance Department. San Fernando has a rich history and culture, and takes pride in providing excellent services to the community, including proactive police services, with an average 2-3 minute police response time.

*The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital, veteran, sexual orientation, or other legally protected 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 NOW**