

City of Scottsdale
City Treasurer's Office Intern

1/1/2014

This is the Date Applications/Resumes are Due By.

Company/Organization Information:

The City of Scottsdale is an exciting and dynamic community that has matured since its incorporation in 1951 as a city of 2,000 citizens into the sophisticated and cultured southwestern city of today. This is truly a community where economic prosperity and lifestyle converge.

The City Treasurer's Office is dedicated to providing quality service in four focus areas:

1. General Accounting – including Accounts Payable, Accounts Receivable, Payroll, Grants and Special Revenues
2. Finance
3. Customer Service
4. Risk Management

Description:

The City Treasurer's Office of City of Scottsdale is looking for an intern. The student must be enrolled in an internship credit course to participate in the internship. This is an exciting opportunity for students to learn about various aspects of accounting and finance in Scottsdale.

The City Treasurer's Office is responsible for providing City Council and city management with timely financial reports and analysis and current information about economic conditions and their potential impact on the city. The intern will receive real-world knowledge of governmental finance and accounting operations in the areas of financial research and analysis, account reconciliation, and post issuance bond compliance.

Functions & Responsibilities:

1. Low-level duties include file reconciliation and general administrative tasks.
2. Mid-level duties include research and compilation of data for completion of annual survey, and bond compliance.
3. High-level duties include reconciling outstanding receivable accounts and reviewing capital projects.

Projects:

1. Assist in post issuance bond compliance.
2. Assist with cash management, debt issuances and investment portfolio activities.
3. Prepare annual financial surveys.
4. Reconcile accounts receivable customer accounts.
5. Analyze and assess completed construction projects to determining capitalization.

Qualifications:

General knowledge of accounting and ability to research and reconcile data. Office skills including proficiency with Microsoft Office applications including Word and Excel.

Degree Level:

Undergraduate

Major/Degree:

Accounting or Finance

Location:

Scottsdale, Arizona

Required Documents:

Cover letter and Resume.

Duration:

6 hours a week during work hours (8am-5pm), for approximately 4 months

Wages:

Unpaid Internship

Desired Start date:

Spring Semester 2014