



# Arizona Criminal Justice Commission

## FINANCE DEPARTMENT & ACJC PROGRAMS 2017 SPRING INTERN PROGRAM

The Finance Department provides support services for the program areas of the Arizona Criminal Justice Commission (ACJC). The Finance Department assists in the fiscal management of more than 200 state and federal grant recipients each year. In addition to fiscal management of these grants, the Finance Department confirms that grant recipients are in compliance with the financial requirements and agreements of the grants by conducting financial audits to ensure proper reporting and effective use of funds by all grant recipients. The Finance Department is also responsible for the day-to-day accounting, payroll, procurement, budgeting and contract management activities for the agency.

The Finance/ACJC Intern will have the opportunity to work with staff on a variety of finance and other ACJC Program projects. This internship will provide support to the ACJC program compliance team in preparing for audits; as well as, assist in one or more ACJC Program areas: Victim Services; Drug, Gang & Violent Crime Control (DGVCC); and Criminal Justice Systems Improvement.

In addition, the Finance/ACJC Intern will be exposed to a variety of criminal justice activities and other state and local criminal justice agencies.

An ideal candidate would have the following qualities:

- Strong written communication skills
- Appreciation for tables/graphs and formatting
- Detail-oriented with excellent time management skills
- Ability to learn quickly and efficiently
- Proficiency in MS Word and Excel, with some familiarity in Access
- Ability to work in a team environment
- Possess basic data entry skills
- Knowledge in HTML Web language is a plus

**Submit your resume to Wendy K. Dolan, Human Resources Manager, [wdolan@azcjc.gov](mailto:wdolan@azcjc.gov).**