



Invites your interest for the position of

Finance/Accounting Intern



THE OPPORTUNITY

This internship will provide a unique opportunity to gain experience in the areas of accounting, accounts payable, payroll, budget, and administration by assisting the finance and administration team as needed. Under supervision, this position will assist the finance and administrative team in financial/accounting duties including accounts payable, payroll, general accounting, filing, and other office duties as assigned.

Job Functions

Assist the Finance and Administration Department with the tasks including, but not limited to:

- ◆ **Accounts Payable**
- ◆ **Payroll**
- ◆ **Job Costing**
- ◆ **Accounting**
- ◆ **Budget**
- ◆ **Documenting workflow and procedures**
- ◆ **Financial transaction tracking and reconciliation**
- ◆ **Document control and filing**
- ◆ **Research on agency related issues**
- ◆ **Other administrative duties as needed**

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Phone: (760) 753-6203

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Requirements and other Qualifications

- ◆ Knowledge of Generally Accepted Accounting Principals (GAAP)
- ◆ Knowledge of Microsoft Word, PowerPoint, and Excel
- ◆ Understand and follow directions and complete tasks
- ◆ Prioritize assignments and meet deadlines
- ◆ Work both independently and as part of a team
- ◆ Understand and follow oral and written instruction
- ◆ Communicate clearly and concisely, both orally and in writing
- ◆ Prepare and maintain accurate and complete records
- ◆ Perform accurate mathematical calculations
- ◆ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- ◆ Arrive at work as scheduled and work the shift hours as scheduled
- ◆ Completed the following courses in pursuit of an accounting degree from an accredited university:
 - ◆ Introduction to Financial Accounting or equivalent
 - ◆ Introduction to Managerial Accounting or equivalent
- ◆ Valid driver's license is required
- ◆ Must provide proof of COVID-19 vaccination and comply with SEJPA COVID-19 policies and procedures, all of which may be amended from time to time.



APPLICATION PROCESS

To apply for this opportunity, please visit www.sejpa.org to download an application. Please then send a cover letter, resumé, and signed application by email to Abigail Schlenk at schlenka@sejpa.org. Questions regarding this opportunity, can also be sent by email to Abigail Schlenk.

