

**CITY OF SOUTHFIELD
INTERNSHIP OPPORTUNITY ANNOUNCEMENT**

The City of Southfield is currently seeking qualified candidates for the following Non-Career Internship Position

CLASSIFICATION: Accounting Intern - Accounting Department

SALARY RANGE: \$15.00 per hour. Will work around school schedule
This position can work up to 40 hours per week

***Must be currently enrolled in a college or university
and working towards a Business or related degree.***

DUTIES:

Performs entry-level accounting functions, as assigned, including but not limited to preparation of general ledger entries, maintenance of accounting records, analysis and reconciliation of various general ledger accounts.

REQUIREMENTS

- Completion of first year (principles 1 &2) accounting classes.
- Basic Microsoft Excel software skills – e.g. sum, copy, paste, capable of learning to produce ad-hoc reports for various calculations
- Must have capacity to learn financial software system.
- Courtesy and positive attitude in dealing with the public and co-workers; good judgment in handling questions and referring problems to supervisors.
- Problem solving and organizational skills and the ability to work well under deadline pressure.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check and an interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department
26000 Evergreen Road, Southfield, MI 48076

Complete application package may be downloaded from the City's website at
www.cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Dept no later than 5:00 p.m.

December 7, 2018

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Vr DATED: 11/6/2018



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.