



## FISCAL INTERN FISCAL AFFAIRS BUREAU

### GENERAL DESCRIPTION

Under the supervision of the Bureau designee, the Intern will perform specific functions related to assigned location of internship. The Intern may expect an increasing amount of responsibility related to internship, while gaining professional work experience and first hand involvement with services that support the law enforcement community. The Intern observes and learns as the Fiscal Affairs designee carries out the following:

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Processes Accounts Payable check runs;
- Utilizes the financial software for transactions and research;
- Gathers backup support and validates data for a vehicle lease draw of funds;
- Reviews agency contracts for any fiscal impact;
- Inputs new vendors into the financial software;
- Follows up with new vendors for Form W-9, address, contact information, etc.;
- Reviews travel documentation to ensure backup and calculations are correct for reimbursements;
- Handles mailroom duties/stamps outgoing mail;
- Helps prepare for interim and year-end audits;
- Enters and proposes routine journal entries;
- Reconciles fixed assets;
- Approves p-card transactions and invoices in workflow;
- Prepares financial statements;
- Reconciles bank balances to the general ledger cash balances;
- Reviews vendors for year-end Forms 1099-MISC;
- Posts daily inventory journals;
- Enters IDA levy disbursement report invoices and related journal entries;
- Reviews and prepares archive and/or document destruction requests;
- Reviews and approves miscellaneous check requests



## QUALIFICATIONS

- Currently enrolled in Bachelor's or Master's program
- Minimum 2.5 G.P.A
- Minimum 18 years of age
- Must have a valid driver's license
- Strong writing and interpersonal skills
- Intermediate computer skills
- Ability to work independently or part of a team
- Flexibility and ability to multi-task

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Stand up to 1 hours per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.