



## City of Idaho Falls Accounting Intern

<b>SALARY</b>	\$15.00 - \$20.00 Hourly	<b>LOCATION</b>	Idaho Falls, ID
<b>JOB TYPE</b>	Intern	<b>JOB NUMBER</b>	2023-0427
<b>DEPARTMENT</b>	Municipal Services	<b>DIVISION</b>	Finance Administration
<b>OPENING DATE</b>	05/17/2023	<b>CLOSING DATE</b>	Continuous

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### General Purpose

The City of Idaho Falls is accepting applications for an Accounting Intern. This internship is intended to provide students with hands-on experience and exposure to the governmental accounting career field. Depending on the college, this internship may qualify students to receive college credit.

Works under the supervision of the City Finance Division. May also receive general supervision from other accounting staff.

### Essential Functions

Various duties and job functions may include annual financial preparation, 1099 reporting, encumbrance accounting, development of internal controls processes and policies, internal auditing, account analysis, budget preparation, fixed assets documentation and reconciliations, and other day-to-day accounting functions.

### Minimum Qualifications

#### 1. Education and Experience:

Must be pursuing a bachelor's degree or graduate degree in Accounting, Finance, or related field  
OR **RECENTLY** graduated (less than 1 year) with a Bachelor's or Master's degree in Accounting.

#### 2. Knowledge, Skills and Abilities:

Must be able to work independently; ability to understand and follow moderately complex oral and written instructions; knowledge of basic accounting; ability to complete calculations with accuracy; ability to prioritize work assignments, handle multiple tasks and projects resulting in work being performed in the most efficient and timely manner. Ability to cooperate with other departments and divisions within the city to collect necessary data, provide feedback, and resolve technical issues. Ability to communicate clearly both in written and oral communication.

Considerable skill in Microsoft Office, especially Excel; intensive daily use of personal computer and other office equipment.

Must be able to work at least 20 hours per week.

Must possess a valid driver's license.

Candidate will be subject to full background check.

## **Work Environment**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular travel required in course of performing portions of job functions.

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