



## FISCAL INTERN FISCAL AFFAIRS BUREAU

### GENERAL DESCRIPTION

Under the supervision of the Bureau designee, the Intern will provide specific functions related to assigned location of internship. The Intern can 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

- Learn accounts payable check run process;
- Learn financial software;
- Review all contracts for any fiscal impact;
- Input new vendors into the financial software system;
- Follow-up with new vendors for W-9, address, contact information, etc.;
- Review travel documentation to ensure backup and calculations are correct for reimbursements;
- Help prepare for year-end activities (e.g. outstanding A/P item research);
- Routine journal entries (e.g. FSA journals);
- Help with Fixed Asset Reconciliation/follow –up on “orphan” assets;
- P-card transaction and invoice approvals;
- Financial statement preparation;
- Bank reconciliations;
- Vendor review for Forms 1099-MISC;
- Posting daily inventory journals;
- Enter IDA levy disbursement report invoices and related JEs;
- Review and prepare archive and/or destruction requests;
- Review stale dated checks and process unclaimed funds



## QUALIFICATIONS

- Currently enrolled in Bachelor's or Master's level program
- Minimum 2.5 G.P.A
- Minimum 18 years of age
- Must have a valid driver's license
- Strong writing and interpersonal skills
- Excellent 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:

- Sit up to 8 hours per day
- 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.