



Finance Internship

OVERVIEW

Our Finance internship provides a unique learning experience in all aspects of the operations of the Finance department of the City of Moorhead. Students will be exposed to a variety of accounting and financial functions such as budgeting, financial reporting, payroll, accounts receivable, accounts payable, cash management and a variety of special projects as well as the opportunity to focus on his or her area of interests.

EXPERIENCES & RESPONSIBILITIES

- Gain a strong understanding of how a City Finance department operates.
- Work with Finance Director on budget development, five-year capital improvement plan development, City Council and meeting presentations, purchasing requirements, policies and procedures, strategic planning, etc.
- Collaborate and assist finance staff with accounts receivable and accounts payable duties, maintenance of fixed asset records, maintenance of payroll records, project accounting, grant management and administrative duties.
- Learn and use financial accounting software by entering transactions, assisting with budget data input, running reports, etc. as well as other software.
- Interact with a diverse range of City employees and provide great customer service.
- Prepare and maintain appropriate files, records, reports, and presentations.
- Attend and participate in a variety of meetings within the City.
- Perform other duties as requested or needed



Requirements

- College student majoring in finance, accounting, business or closely related field
- Driver's license

Hours

20 hours/week. Weekdays
Flexible

Salary: \$12-\$15/hour

Timeline

- Summer Semester
- This opportunity is offered as a credit or non-credit paid position.

Learn more & Apply

Email letter of interest and resume to:

Accounting@cityofmoorhead.com

218-299-5317