

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2020

POSITION TITLE: **STUDENT INTERN
ACCOUNTING ASSISTANT - FINANCE**

GRADE LEVEL: AA

SUPERVISOR TITLE: Accounting Manager/Supervisor

FLSA Status: [] Exempt [X] Non-Exempt

DEFINITION







Under immediate supervision, to perform a variety of accounting duties and projects to provide support of the District's Finance Department



CLASS CHARACTERISTICS

Accounting Assistant

This is a temporary entry level position for a college student intern to work no more than 900 hours per fiscal year, or no more than 29 hours in a 7-day period. Positions assigned to this level perform assigned accounting functions under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience, however intermediate skills in Microsoft Office will be needed. Advanced classes in accounting or finance are strongly preferred







EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Operate a personal computer including Microsoft Word, Excel, Outlook, and Accounting Software programs
-  Assist in the preparation of the District's comprehensive annual report
-  Assist in the preparation of the District's budget
-  Assist staff during the District's annual audit
-  Perform daily accounting functions under direct supervision
-  Compile and organize financial and statistical data from various sources; prepare a wide variety of analyses, reports, statements, and supporting schedules and data entry









-  Assist with month end closing procedures
-  Perform related duties or special projects as assigned

QUALIFICATIONS

Knowledge of:

-  General filing techniques
-  Standard telephone techniques
-  Modern office methods and procedures
-  Operational Characteristics of word processing/spreadsheet/database program computer application
-  Intermediate to advanced accounting knowledge
-  Proper work safety standards

Ability to:

-  Operate standard office equipment. (Phone, copier, fax.)
-  Operate Personal Computer
-  Comply with the District's Safety, Health and Environmental policies
-  Present professional image and communicate effectively with others both orally and in writing
-  Organize and work on simultaneous assignments with attention to schedules and deadlines
-  Maintain quality of work through attention to detail and accurate preparation of work papers as well as maintaining confidentiality of District information
-  Establish and maintain effective working relationships with others
-  Comply with the District's Safety, Health and Environmental policies


SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: General accounting experience preferred but not required







**Education/
Training:** Full or Part-time student at an accredited college, studying in the areas of accounting or finance. Must possess the ability to read and write at a level required of assigned duties

License and Certificates:

 California Class C Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

-  Communicates orally with District management and co-workers
-  Occasionally uses a telephone or email for communication
-  Uses office equipment such as a PC, copier and FAX machine
-  Hearing and vision within normal ranges
-  Normal standing, walking, sitting, reaching, stooping, climbing and bending
-  Lifting (up to 20 lb.) of materials

_____	_____
Student Intern Signature	Date
_____	_____
Supervisor/Manager Signature	Date