



Job Description

POSITION TITLE: Finance Department Intern

EXEMPTION STATUS: Non-Exempt

GENERAL POSITION SUMMARY: Under general supervision, performs entry-level professional administrative staff work, gradually increasing in level of difficulty and responsibility as the incumbent receives on-the-job training in the operating functions of the Fort Valley Utility Commission's Finance Department.

SUPERVISES: None.

SUPERVISED BY: Director of Financial Services

GENERAL DUTIES AND RESPONSIBILITIES:

- The Finance Department Intern performs professional administrative work of an introductory nature in preparation for career advancement to more responsible and specialized management positions in administrative services. Work assignments are related to the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency. Work assignments are well defined and subject to continuous review as to progress and results.
- Assists in writing instructions, procedures, and manuals to describe and improve administrative, technology, and operational methods and systems.
- Assists in providing technical assistance and training to departmental staff on business, technology, and operational activities.
- Fully utilizes the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects
- Prepares reports, presentations, operational documents and correspondence containing descriptive, analytical, and evaluative content related to business and operational activities subject to review and editing by higher-level staff members.
- May perform a wide variety of paraprofessional, technical and clerical tasks during peak workload periods or in the absence of assigned personnel.
- Performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Learn the principles, policies, processes and procedures related to a major operational area of the Utility Commission such as financial services
- Learn Utility Commission and municipal organization and structure
- Gather pertinent facts and data, make thorough analyses, and arrive at sound conclusions
- Understand, interpret, and apply laws, rules, regulations, policies and procedures
- Effectively utilize standard office software and computer equipment in the performance of duties
- Learn and effectively utilized specialized computer software related to assigned function

- Provide work direction and technical assistance to others
- Work effectively and cooperatively with Utility Commission employees, management and the public
- Communicate effectively orally and in writing

ADDITIONAL DUTIES AND RESPONSIBILITIES

- As directed by the Director of Financial Services.

JOB SCOPE

- Requires the ability to interpret guidelines including applicable Federal and State laws, City Codes and the Personnel Handbook. These guidelines require sound judgment in application.

COMMUNICATIONS/CUSTOMER CONTACT

- Must be able to communicate in a professional manner with all Commission employees and other groups involved in the operations of the Utility Commission.

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

- At least in Junior year or higher, up to 24 months after graduation with Bachelor's degree or in graduate school; past office experience preferred.
- Basic theory and principles of organization and management
- Capabilities of standard computer applications and hardware
- Proper business English, punctuation, spelling, and grammatical usage
- Principles of customer service and public relations
- Must be proficient in MS Office, specifically Word, Excel, Outlook and PowerPoint
- Pride in appearance

JOB CONDITIONS:

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is:

- Frequently required to sit, use hands to handle or feel, reach with hand/arms, talk and hear
- Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl
- Occasionally lift and/or move up to 30 pounds
- While performing the duties of this job, the associate may be occasionally exposed to fumes or airborne particles and toxic or caustic chemicals
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus
- The noise level in the work environment is usually low

Interns are expected to work 25 hours per week.