

County of Sonoma Governmental Accounting Internship

Description:

This internship opportunity is being offered in the area of Governmental Accounting with a focus in financial and grant related reporting.

Tasks and duties related to financial reporting will be to assist management with the analysis of the Financial Statements of the County of Sonoma, in which data will be extracted from the accounting system for the purposes of trend analysis, variance analysis, and audit procedures. Duties will extend to support of management in facilitating the annual audit performed over the County by statutory auditors, which will culminate with the issuance of the Comprehensive Annual Financial Report (CAFR).

For the purposes of grant reporting, data entry will be performed based off of data collection forms received from the various departments and districts of the County in relation to Federal grant funding and expenditures. This information will later be presented in a Schedule of Expenditures and Federal Awards (SEFA).

Throughout the internship, the student intern will be working with and reporting to the lead management level staff in the Auditor-Controller-Treasurer-Tax Collectors office related to financial and grant related reporting.

We are looking for candidates who have at a minimum completed Intermediate Accounting. Completion of audit, governmental accounting, advanced accounting are all a plus but are not a requirement. Knowledge of Microsoft Excel and Microsoft Word is also a minimum requirement. Strong communication and interpersonal skills will be needed. Training will be provided in the usage of accounting system.

This is a great learning opportunity, where the student intern will be exposed to the many aspects of accounting as they relate to governmental financial reporting and auditing. The position will be part-time ranging from 10-20 hours a week with a flexible schedule.

Please note this is an unpaid internship that will start in September and end in December. Send resume to Zaia Cannon: zcannon@sonoma-county.org