



2020

Summer Internship Announcement Chesterfield County

Human Resources
P.O. Box 40
Chesterfield, VA 23832
804-748-1551
www.chesterfield.gov/internships

- Department:** Accounting
- Program Dates:** May 18 – July 24, 2020
Up to 22 hours per week
\$12.00/hour undergraduate - \$14.00/hour graduate student
- Who we are:** The Accounting Department is responsible for ensuring fiscal integrity through the establishment of policies and processes that safeguard assets. Financial reporting and compliance, as well as coordination of the County's annual external audit(s), are handled by the Accounting Department. Accounts payable and financial systems for both the County and Public Schools are centrally managed by the Accounting Department. The Accounting Department processes and manages an accurate and timely payroll for all County employees.
- What you will learn:** The intern will work on multiple projects requiring them to evaluate and organize financial records for compliance and record retention requirements and to read and interpret contracts. Intern will use established reports to extract data from OneSolution and use advanced functions in Excel to compare data extracted from multiple modules. Intern will also play a role in multiple year-end processes including inventory observations and reviewing disbursements to ensure appropriate recognition dates. Intern will also have an opportunity to assist the department in planning and executing the early stages of a major GASB statement implementation.
- The Chesterfield Experience:** As an intern in Chesterfield County, you will have an opportunity to meet with county leaders, collaborate with your peers, attend training seminars, and participate in team building exercises to complement what you will be learning in the professional work environment provided by the Accounting Department.
- Minimum Qualifications:** Candidates must be enrolled as current undergraduate or graduate students and have a minimum grade point average (GPA) of 2.8. Must possess good analytical, communication and organizational skills. Preferred majors include accounting or finance with an interest in governmental, public and/or corporate accounting positions upon graduation. Technical skills in the use of Microsoft Excel and Word and the ability to review and interpret legal documents are critical. Access skills are a plus. Successful completion of a fingerprint-based criminal history check and pre-employment drug screen required.

For consideration of this opportunity, candidates must complete the application requirements listed on our website at www.chesterfield.gov/internships by **February 21, 2020**.

Chesterfield County is an Equal Opportunity Employer
Committed to Workforce Diversity