

CITY OF SCRANTON BUSINESS ADMINISTRATOR'S OFFICE
INTERNSHIP

Internship Function:

This unpaid internship in the Office of the Business Administrator of the City of Scranton will provide hands-on experience with public sector finance with a special focus on accounting. The intern(s) will assist in tasks related to maintaining the budget and accounting programs affecting City-wide financial operations.

Under general supervision by the Business Administrator and other City of Scranton staff, the intern will perform a variety of accounting and financial analysis tasks involving the development and maintenance of accounting systems affecting City-wide and/or multi departments. All tasks will be performed in accordance with law, ordinance, and City policy.

Duties and Responsibilities:

1. Oversees and performs a variety of accounting duties related to the operation and maintenance of City-wide and multi department accounting records.
2. Assist staff with tasks related to the development and administration of City-wide budgets.
3. Assists in the planning, development and implementation of accounting and financial management programs.
4. Assist in the preparation of a variety of fiscal analyses and financial reports including periodic reports, year-end closing and reconciliation, and budgetary documents.

Skills & Background:

1. Accounting/financial experience or prior coursework.
2. Knowledge of accounting pronouncements, standards, policies and procedures.
3. Ability to accurately deal with difficult situations.
4. Excellent Communication skills.
5. Proficient computer skills in Word, Excel, PowerPoint.
6. Any experience with Penamation Financial Software is a plus

Hours:

This internship would be 10-15 hours per week. The City is currently seeking two interns who would work on similar tasks. There is flexibility on specific time and days, within the Monday-Friday 8-4:30 p.m. work-week. The internship would take place at City Hall, 340 North Washington Ave. in downtown Scranton.

To apply to this position, please email your resume and cover letter to Julie Shumacher Cohen, Director of Community & Government Relations, at julie.cohen@scranton.edu