

City of Stockton

Established:	06/10/08
Resolution:	CC08-0214
Spec Adopted:	8/1/08
CS Status:	Unclassified
Unit:	N/A
FLSA Status:	Non-Exempt

ACCOUNTANT INTERN
(Part-time)

DEFINITION

Under direction, provides basic accounting and financial reporting assistance to City staff as part of the City of Stockton's Internship Program (COSIP). Assignments involve research, basic analysis, conducting studies, and assisting with the preparation of presentations and reports in order to provide hands-on experience related to academic field of study. Performs other duties as assigned.

CLASS CHARACTERISTICS

Under close supervision, incumbents perform the more routine accounting duties while learning City policies and procedures and specific techniques related to the preparation and maintenance of public sector accounting and financial reporting. As experience is gained, assignments become more diversified and are performed under more general supervision. Students accepted into COSIP must meet the requirements and comply with the conditions set forth in the related Internship Agreement and Memorandum of Understanding. Upon completion of graduation requirements with a minimum 3.0 Grade Point Average (GPA), completion of one year or more of continuous service, and successfully passing an examination, interns in this program will have an opportunity to compete for regular, full-time employment related to their field of academic study. Internship positions will end 120 days after completion of graduation requirements.

PRINCIPAL DUTIES (Illustrative only)

1. Performs routine accounting support duties.
2. Assists in compiling and preparing financial statements and supporting schedules; reviews statements and general ledger accounts.
3. Maintains accounting records and prepares required reports for federal, state, county and other external funding sources.
4. Prepares a variety of written and special reports.
5. May coordinate the administration of special assessment districts, including all regulatory compliance, debt service, and placement of assessments on the County tax roll.
6. Assists in maintaining fixed asset records; may calculate depreciation expense.
7. Utilizes computer applications to assist with various accounting projects.
8. Monitors developments in the accounting field and reviews policies and procedures as needed.

MINIMUM QUALIFICATIONS

Education/Experience:

Current enrollment or accepted for enrollment as a degree seeking student in an accredited higher education institution with major coursework in accounting, finance, business administration, or a closely related field. Students must be in good academic standing with the educational institute

and enrolled in a minimum of six (6) semester or nine (9) quarter units with a minimum 3.0 GPA.

Other Requirements:

- Students must maintain a minimum 3.0 GPA for continued employment.
- Internships are valid for one (1) academic year and must be renewed each year.
- Students must meet COSIP requirements to be eligible to compete for regular, full-time employment after graduation.
- Specified positions may require a California Class C driver's license.

Knowledge of:

- Basic use of word processing and personal computers, particularly related to the processing of accounting information;
- Internet and e-mail;
- Common research and/or statistical practices and techniques;
- Principles and practices of generally accepted accounting principles (GAAP);
- Financial Statement preparation;
- Quality customer service principles and practices;
- Laws related to the investment of public funds.

Skill in:

- Making accurate mathematical calculations;
- Verifying the accuracy of financial data and information;
- Preparing clear, concise, and accurate reports, correspondence, and other written materials;
- Making sound judgments within established guidelines.

APPROVED:

Original signed by

DIANNA R. GARCIA
DIRECTOR OF HUMAN RESOURCES

DATE: August 1, 2008