

INTERNSHIPS AVAILABLE

Summary

The Fiscal department will be undergoing various audits throughout the year and the intern(s) will assist in locating, organizing and preparing documents and reports for audit examinations. Documents will be either hard-copy or Excel, but Word and other Microsoft Office software may be included.

Goals and Objectives

- Acquire experience in processing various government audits including
- Experience in creating management and budgeting spreadsheets
- Experience in G.A.A.P. and G.A.S. (Government Auditing Standards)

Intern Responsibilities will include

- Assist Fiscal Department in upcoming audit examinations
- Compiling and Analyzing Data and summarizing results
- Prepare basic fiscal reports
- File Documents

Qualification Requirements

- Knowledge, skill and experience equal to 3rd year undergraduate level with courses in accounting, research methods, statistical analysis
- Experience using Microsoft Office software with a strong emphasis on Excel, Word, Access and Powerpoint
- Strong written and oral skills

To Apply:

Send a cover letter, resume, a copy of your most recent school transcript and one academic or professional reference letter to the attention of Jesse Tapia, Accounting Manager, Jesse.Tapia@illinois.gov A criminal background check will be required.