



Internship Announcement

Dept.: State Accounting Office	Salary: \$10-\$15/hr
Division: Statewide Accounting & Reporting	Job Code: N/A
Job Title: Accounting Intern	Position: Part-Time; Paid

Overview of the State Accounting Office

The State Accounting Office provides accounting and financial reporting expertise for the State and is responsible for statewide financial reporting, oversight and management of the State's ERP system (PeopleSoft), accounting policy, business process improvement recommendations, and management of the SAO Shared Service Center.

The Statewide Accounting & Reporting (SWAR) Division is responsible for statewide financial reporting including the Comprehensive Annual Financial Report, Budgetary Compliance Report, Single Audit Report, accounting policy, accounting governance, and other special projects as assigned by agency leadership. SWAR is a dynamic and highly successful team dedicated to the continuous improvement of financial reporting, and providing value to the stakeholders of Georgia. SWAR is seeking an Accounting intern to become part of the team.

Essential Duties and Responsibilities:

Our organization is seeking an Intern to assist with the preparation of financial statements and footnotes, as well as the compilation of information for the annual reporting requirements of the state.

His/her duties will include:

- Compile and track forms and other additional information received from state agencies.
- Perform preliminary review of year end forms received from agencies.
- Monitor the SWAR mailbox.
- Assist with files formatting and conversion (from MS Words to PDF).
- Data entry or load in Hyperion when requested.
- Participate in special projects as identified and assigned by supervisor.

Internship Requirements, Skills and Abilities:

- Self starter with organizational skills
- Ability to use judgment to determine the accuracy of financial information
- Ability to manage various tasks and projects
- Ability to use computers in the area of accounting spreadsheet applications
- Ability to establish and maintain effective working relationships with others
- Good analytical and problem solving abilities.
- Excellent verbal and written communication skills.

Education/Training/Experience:

Minimum Training & Experience:

- Working towards a degree in accounting
- Experience using Microsoft Excel, Word and Outlook

Preferred Qualifications:

- Knowledge in governmental accounting
- Advanced experience in Microsoft Excel, such as pivot tables and v-lookups
- Able to work 20-25 hrs a week

How to Apply:

To be considered for this internship, please write a cover letter letting us know why you would like to intern with The State Accounting Office. Send it with your resume to monique.jenkins@sao.ga.gov.

Additional Information:

This is a part time internship and it will run from July through December 2016.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered; however, only those selected for an interview will be contacted. Applicants who are not selected will not receive notification.

This internship is subject to close at any time once a satisfactory applicant has been identified.

For more information about this internship contact: monique.jenkins@sao.ga.gov.