

# Employment Opportunity Finance - Accounting Intern



## Human Resources Department

The City of Rockport is accepting applications for a **Finance – Accounting Intern**. This position assists the Director of Finance support and operation of City accounting and financial reporting functions. Assistance with daily, weekly, monthly, quarterly, and annual financial reports; Assistance with preparation of annual operating budgets; Assistance with compilation of comprehensive annual financial reports; Assistance with special finance related projects; Assistance with accounts payable, payroll, procurement, and procurement card processing; and Performs related duties.

Must have a High School diploma or equivalent. Sufficient experience to understand the basic principles relevant to the major duties of the position, including experience in business or accounting.

Salary range is \$11.78 to \$17.76 per hour. This is a temporary part time position and is not eligible for benefits. A negative pre-employment drug test and pre-employment physical are required as part of the City of Rockport employment process. Employment applications may be obtained from Rockport Service Center, 2751 S.H. 35 Bypass, between the hours of 8:00 a.m. and 4:00 p.m. or online at <https://rockport.seamlessdocs.com/f/generalapp> or scan the QR code to the right. The City of Rockport is an EOE/ADA employer. Position open until filled; however, the vacancy may close without notice.





## **Finance - Accounting Intern**

Finance

FIN/4  
Grade: 05

### **JOB SUMMARY**

This position assists the Director of Finance support and operation of City accounting and financial reporting functions.

### **MAJOR DUTIES**

- Assistance with daily, weekly, monthly, quarterly, and annual financial reports.
- Assistance with preparation of annual operating budgets.
- Assistance with compilation of comprehensive annual financial reports.
- Assistance with special finance related projects.
- Assistance with accounts payable, payroll, procurement, and procurement card processing.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of Microsoft Excel and Word.
- Knowledge of computers and job-related software programs.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Director of Finance assigns work in terms of general instructions. This position will report to the Director of Finance. The Director of Finance and Accounting Specialist will verify completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include Internal Revenue Service regulations and guidelines, Social Security guidelines, workers' compensation guidelines, Local Government Code, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to provide specialized support for the financial and accounting operations. Successful performance ensures the efficiency and effectiveness of those operations.

## CONTACTS

- Contacts are typically with coworkers, representatives of other government agencies, bankers, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position, including experience in business or accounting.