



FINANCE ACCOUNTANT INTERN

OPEN TO UNIVERSITY LEVEL STUDENTS ONLY – PAY RATE: UP TO \$20.00 PER HR
Apply Immediately – Recruitment may be closed at any time without further notice

THE INTERNSHIP: Omnitrans is seeking an intern to assist with the everyday needs of the Finance Department. Finance is responsible for processing vendor payments, payroll, and accounts receivable, grants billing, and managing operating and capital funds. In this position, the intern will become familiar with the procedures to assist various tasks in all areas. The Intern must be available to work a defined schedule of four (4) hours per day and have achieved 4 years of College with an Accounting major. The duties may include, but not limited to, the following (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification):

JOB DUTIES:

- Under the direction of the Finance Manager, the Intern will support a variety of responsibilities;
- Provide administrative support to the Finance Director;

QUALIFICATIONS: Current or recent enrollment in a graduate degree program with an interest and aptitude to work in Financial Accounting. This position requires excellent interpersonal, verbal and written communication skills with advanced proficiency in Microsoft Office applications, especially Excel, Word, PowerPoint, and Outlook; excellent organizational and planning skills; problem solving capabilities necessary to accomplish the duties and tasks of the position; exceptional written and oral communication skills; high attention to detail, accuracy, initiative and follow-through; and be able to meet deadlines, handle multiple tasks with interruptions, effectively adapt to changing priorities; and understanding of the accounting principle. Candidates should possess the ability to handle confidential and sensitive information. The Physical requirements include the employee to regularly be required to talk or hear; frequently required to sit; occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms; occasionally lift and/or move up to 25 pounds; and specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

THE SELECTION PROCESS: Applications will be screened for relevant qualifying information that consists of an evaluation of education as described on the fully completed application. The selection process will include an oral interview, as well as completion of both pre-employment physical exam, including a drug test and a criminal background investigation. **As part of the application process, applicants must submit a fully completed application, resume, and verification of school enrollment.** For further information about this exciting internship opportunity, please visit our website at: <http://www.omnitrans.org/about/jobs.asp>. Applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA 92411 or call 909/379-7260.

EEO/AA including Protected Veterans and Individuals with Disabilities.