



## **ACCOUNTING INTERN**

Under the direction of the Accounting Administrator II or the delegated lead, the Student Intern is gradually developed to handle some of the following accounting operations:

### **TYPICAL TASKS**

Reconciles and maintains the general ledger for a simple fund. Analyzes individual accounts to determine proper action needed. Prepares correspondence to the State Controller's Office (SCO) concerning any discrepancies to the Controller's account balances. Assists in the preparation of monthly, quarterly, and annual financial statements to be submitted to Board of Equalization management, Department of Finance (DOF), SCO, and the Bureau of State Audits (BSA). Prepares, analyzes, and verifies financial reports and statements, accounts and records. Assists in the preparation of various reports requested by BOE management.

Becomes familiar with the duties of the Revenue Section to develop a working knowledge of various functions performed. Becomes familiar with the preparation of the daily transmittals for Special Fund revenues.

Performs technical accounting work in compiling financial records such as registers, journals, ledgers, and adjusting and closing entries. Monitors and reviews reports for accuracy of data and proper procedures.

Reviews and reconciles bank account to SCO's and the State Treasurer's Office (STO) records. Investigates reconciling items and prepares appropriate follow-up with control agencies.

### **REQUIREMENTS**

Student must be at least sophomore status with a major (or minor) in accounting, having completed elementary accounting courses, with intermediate accounting courses a plus. Proficiency with MS Office (Excel, Word, and Access) is required. Candidate must also be detail oriented, have good organizational skills, and strong communication skills. This student internship is for a full year duration. The candidate will be expected to work 15-20 hours per week during the academic year as well as summer.

Please email your resume to [lou.bender@boe.ca.gov](mailto:lou.bender@boe.ca.gov)

Or send by US Mail to:

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