



Information Technology Accounting Internship

Under the direction of the Senior Administrative Analyst – Accounting Systems or the delegated lead, the student intern is gradually developed to handle some of the following technical operations:

TYPICAL TASKS

Works closely with accounting staff to design, implement and maintain the less difficult databases and spreadsheet applications. Provides technical support and problem resolution for Accounting's operations. Provides assistance on using the LAN, Outlook, Internet and BOE's Intranet.

Assists with computer equipment and programs installation. Prepares documentation of system changes, updates manual and assists in training staff. Alerts management to problems. Tests and assists in the evaluation of new processes to ensure they meet departmental and statewide requirements.

Provides support to accounting staff on conversions and on daily functions. Assists in the development and implementation of new procedures.

Designs electronic forms for automated accounting functions in compliance with state requirements. Prepares correspondence and financial report templates to present fiscal year-end accrual information obtained from other Board offices.

REQUIREMENTS

Student must be at least sophomore status with a major (or minor) in Management Information Systems. Proficiency with MS Office (Excel, Word, and Access) is required with Intermediate Excel and Access proficiency a plus. Candidate must be detail oriented, have good organizational skills and strong communication skills. This student Internship is for a minimum of two semesters. The candidate will be expected to work 15-20 hours per week during the academic year as well as during the summer.

Please email your resume to lou.bender@boe.ca.gov

Or send by U.S. Mail to:

Mrs. Lou Bender
Board of Equalization
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