

CITY OF DALTON GEORGIA

JOB TITLE: Internship

DEPARTMENT: Finance

REPORTS TO: Chief Finance Officer

FLSA STATUS: Hourly

SUPERVISES: None

SAFETY SENSITIVE: No

DATE REVISED/REVIEWED: 4-5-21

Purpose of Job

The purpose of this position is to provide support and backup for various functions within the Finance Department as well as working independently on assigned projects as needed. This position will perform general accounting duties, data entry, and report preparation. This position requires interaction with the public and City department personnel and performing additional tasks on an as needed basis.

Work Schedule

This position requires a work schedule of nineteen (19) hours per week and will be flexible, but the position does require a minimum of three (3) days per week. The three (3) day minimum can be altered with prior approval from supervisor for certain events such as planned vacations, exams, etc. The Finance Department is open Monday – Friday, 8:00 am – 5:00 pm and hours will be worked within this timeframe. Regular and predictable attendance is required as well as working cooperatively with others.

Minimum Requirements to Perform Essential Job Functions

- Current student attaining a high school diploma or college credits. Accounting – bookkeeping experience is a plus, but not a requirement.

Essential Duties, Responsibilities:

- Process and analyze a variety of documentation associated with general ledger/accounts within designated timeframes and per established procedures; review and reconcile various documents; and data entry transactions.
- Serves as backup for cashier, answering phones, waiting on front counter and transporting of mail and bank deposits to and from the post-office and financial institution.
- Assist with daily imports, bank reconciliations, filing and update various spreadsheets.
- Prepare special reports and presentations as requested by the Chief Financial Officer.

- Operates equipment such as desktop computer, credit card machine, scanner, printer, calculator, pressure sealer, postage machine and copier.

Knowledge, Skills and Abilities

- Must be proficient in Microsoft Office and Adobe.
- Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Knowledge and skill to operate various machinery and equipment including a computer, scanner, credit card machine, printer, calculator, pressure sealer, postage machine and copier.
- Skill in customer service.
- Ability to communicate effectively with supervisors, and other staff members.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.
- Make sound decisions within established guidelines.
- Communicate clearly and concisely both verbally and in writing.
- Follow written and oral directions.
- Effectively organize assigned tasks and work within deadlines.
- Observe safety principles and work in a safe manner.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including a computer, scanner, credit card machine, printer, calculator, pressure sealer, postage machine, and copier. This position requires: sitting, stooping, reaching, standing, walking, lifting, talking, hearing, seeing, and repetitive motion. Must be able to lift up to 50 pounds. Physical demand requirements are at levels of those of standard office work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from co-workers, assistants or supervisors.

LANGUAGE ABILITY: Requires ability to read a variety of documents such as purchase orders, invoices, travel expense reports and packing slips for informational documentation, directions, instructions, methods and procedures. Requires the ability to prepare reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative or technical languages including mechanical/plumbing terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide.

MOTOR COORDINATION: Requires the ability to coordinate hands, fingers, and eyes accurately in using equipment. Requires the ability to lift, bend, push, pull, manipulate equipment/tools and objects as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as automated machinery and equipment. Must have moderate levels of eye/hand/foot coordination.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).