

**MICHIGAN SCHOOL BUSINESS OFFICIALS
MODEL JOB DESCRIPTION
INTERN**

Reports to: School District Administrator (e.g., Director of Finance or equivalent)

Purpose of Position: To provide accounting assistance to the Local School District and/or Intermediate School District.

Minimum Qualifications:

- Student in good standing working towards their degree with a focus in business studies at a Michigan college or university. Specific requirements to be agreed upon between intern's school and local school district or ISD.
- Strong technology skills. Proficient in spreadsheet software application such as Microsoft Excel and word processor application such as Microsoft Word.
- An ability to communicate effectively, orally and in writing, including using e-mail.
- High degree of proficiency in office procedures, bookkeeping and accounting, keyboarding, office equipment, operation, maintenance, business machines & computer software programs.
- Good organizational skills, written and oral communication skills, diligent work habits, and the ability to apply common sense to routine decision making.
- Ability to maintain self-control and complete tasks with frequent interruptions.
- Ability to work cooperatively with other office personnel.
- Must have regular and reliable attendance.
- Possess valid driver's license.

Duties and Responsibilities:

- Assist with regular accounts payable and purchase cards including entries into the general ledger, printing checks, and mailing.
- Assist with cash receipting including entries into the general ledger.
- Assist with the reconciliation and general ledger recording of mileage logs of the district vehicle fleet.
- Assist with monthly bank reconciliations for the district.
- Assist with other general ledger reconciliations on a monthly basis.
- Assist with other duties as assigned.
- Scan documents into electronic storage software.
- Maintain high level of professionalism in all areas of work.
- Must have regular and reliable attendance.
- Always remain free of substance abuse and/or illegal drug use.
- Always keep the affairs of the school district and the Board of Education and all constituent districts confidential.
- Perform other duties as assigned by supervisor.

Salary and Availability:

Hourly wage ranging from \$XX-YY per hour, ranging from 10-40 hours each week, depending on district specifics and college/university requirements and limitations. Term of internship to be determined by the School District in partnership with the intern and college/university.