



The Citrus Heights Water District Is Accepting Applications for the Part-Time Position of

FINANCE/ACCOUNTING INTERN

First Application Review: Week of March 4, 2019

The Citrus Heights Water District is seeking a motivated college student majoring in Finance, Accounting, Business Administration, Public Administration or a related field who is looking to obtain professional experience. This opportunity is an excellent opportunity to gain experience with a public water utility.

The position will be **filled immediately** and the expected term of employment is for a minimum of one (1) semester. The work schedule will be negotiable, based on the incumbent's school schedule. District Offices are closed on Fridays.

THE DISTRICT

The mission of the Citrus Heights Water District is to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner. The District maintains 19,900 water service connections in a 12 square mile territory with a population of approximately 67,000 residents in portions of the City of Citrus Heights, and the unincorporated communities of Fair Oaks, Orangevale, Carmichael, and unincorporated Placer County.

THE POSITION

This part-time Finance/Accounting Intern position is intended for an upper-level college student. The Finance/Accounting Intern will provide intern-level support to the Operations Department. Duties may include, but are not limited to, the following:

- Assist Administration staff with preparing and compiling financial/accounting reports and related duties.
- Assist Administration staff with financial/accounting statistics, analyses and operational reports.
- Enter data in Microsoft Excel spreadsheets and various District databases.
- Perform other duties as required.

THE IDEAL CANDIDATE

The ideal candidate will demonstrate attention to detail, the ability to organize and independently manage a variety of tasks simultaneously, self-discipline to work proactively and independently, and the willingness and commitment to learn new tasks and responsibilities as they are assigned. They will also possess strong written and verbal communication skills.

EDUCATION AND EXPERIENCE

EDUCATION:

Equivalent to the completion of two (2) or more years of college with major coursework in Finance, Accounting, Business Administration, Public Administration or closely related field.

EXPERIENCE:

No experience required. The following experience is preferred:

- Experience with Microsoft Office; in particular Excel, Outlook, and Word.
- Experience working in an office environment and using a variety of office equipment.
- Experience gathering financial and accounting data and information.

COMPENSATION & BENEFITS

Salary will be **\$14.00 - \$18.00 per hour, DOQ**

This is a part-time, unbenefited position.

APPLICATION & SELECTION PROCESS

This recruitment will remain open until the position is filled. Since this recruitment could close at any time, it is important to submit your application ASAP.

To apply for this excellent opportunity, please go to chwd.org/about-us/employment or contact **Noreen Griffin, Program Coordinator** with Regional Government Services at ngriffin@rgs.ca.gov or **(650) 587-7300, Ext. 88**