Public Service Intern Job Description

Department: Department of Airports

Location: Camarillo Airport Administration Office, 555 Airport Way, Suite B, Camarillo, CA 93010

Title of Internship: Accounting Technician

Description: Performs bookkeeping and accounting work

Responsibilities/Sample Assignments (at least 4-5 bullet points):

- Full accounts payable duties to include processing vendor invoices; general claims; setting up purchase orders
- Perform bi-weekly review of department timecards in VCHR; ensure accurate coding and correct where necessary; add and remove employees; answer questions from staff and supervisors
- Daily reconciliation of deposit checks and credit card payments received
- Travel and procurement card processing
- Update spreadsheets related to capital projects, accounts payable accruals and fixed asset processing

Qualifications/Recommendations Interests/Preferred major:

- Must communicate well with vendors and staff
- Be very organized and efficient
- Must be accurate
- Need to meet all deadlines
- Able to manage multiple priorities
- Degree an accounting helpful

Equipment to be used: Computer, copier/printer

Hours per week: 20 to 30

In person/Remote/Hybrid: In person