Public Service Intern Job Description

**Agency:** Human Services Agency

**HSA Public Service Fiscal Intern**

**Department:** Fiscal

**Location:** 855 Partridge Dr, Ventura, CA 93003

**Description:**

The agency is requesting two vacancies for this description.

Under immediate supervision, this position will receive training and will learn to perform the more routine duties in the maintenance and processing of financial transactions, and entry/retrieval of data and/or information into manual or technology systems. The functional areas of responsibility include, but are not limited to cash receipts, accounts receivable, and billing.

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

- Reviewing of and preparation for paper files to be shredded
- Compares data on documents with back-up information in order to substantiate claims
- Sorts, batches and files, fiscal data/records
- Data entry of information of client’s files in automated welfare system
- Maintenance of information of client’s files in automated welfare system
- Research and compilation of regulations pertaining to benefits' recovery
- Performs other related duties as assigned

**Qualifications/Recommendations Interests/Preferred major:**

- Ability to use a computer and office equipment
- Familiarity with Microsoft Office
- Ability to follow directions
- Ability to learn the rules and regulations related to fiscal record keeping and accounting functions
- Ability to understand the relationship among accounting records and documents
- Ability to recognize discrepancies or problems in accounts and make corrections
- Ability to research a question to a successful conclusion
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
**Equipment to be used:**
Computer, scanner, copier

**Hours per week:**
10-20 hours per week

**In person/Remote/Hybrid:**
In person