Public Service Intern Job Description

**Agency:** Ventura County Probation Agency  
**Title of Internship:** Probation Fiscal Intern  
**Department:** Ventura County Probation Agency  
**Location:** 800 S. Victoria, Ventura, CA 93039

**Description:** The intern will observe the duties primarily performed by the Accounting Technician and Senior Accounting Assistant positions for the Agency. The intern will also be provided with the opportunity to learn from the Accounting Officers and possibly get involved with a special project if there is one the department is working on.

**Responsibilities/Sample Assignments:**
- Learn and assist in the processing of payroll.
- Learn and assist in the processing of accounts payable.
- Learn and assist in the processing of travel expense reports.
- Assist in inventory management, including ordering, receiving, delivering and documentation of supplies and fixed assets.
- Learn and assist in monthly financial reporting.
- Learn and assist in annual budgeting process.
- Special projects available and determined appropriate.

**Qualifications/Recommendations Interests/Preferred major:**
- A college student currently working towards obtaining an associate or bachelor’s degree from an accredited college or university in a financial or accounting concentration.
- College student interested in obtaining employment with the Ventura County Probation Agency.
- Ability to successfully complete a background clearance.

**Equipment to be used:**
None.

**Hours per week:**
12-20

**In person/Remote/Hybrid:**
In person preferred, hybrid possibility.