Paid Internship Opportunity

Finance Services & Accounting Internship
Clark County Water Reclamation District

Posting ID: HONPD-032222-b
Employer Name: Clark County Water Reclamation District
Employer Website: www.cleanwaterteam.com
Internship Job Title: Finance Services & Accounting Internship
Internship Location: 5857 E Flamingo Rd, Las Vegas, NV 89122

Salary: $16-$20 an hour based on class standing
Required Hours: Flexible with student schedule; based on business hours of operation
Seeking Majors in: Finance, Accounting, or related field
Class Standing: Sophomore, Junior, Senior

OVERVIEW

The Clark County Water Reclamation District is seeking a Finance Services & Accounting Intern to assist with duties including accounts payable, accounts receivable, fixed assets, and general ledger accounting. The District prepares its financial statements in accordance with generally accepted accounting principles (GAAP). The Clark County Water Reclamation District (CCWRD) is responsible for the collection, treatment, and reclamation of wastewater for more than 240,000 business and residential accounts in Southern Nevada. Hours of operation are 8:00am to 5:00pm Monday through Friday.

INTERNSHIP ROLES AND RESPONSIBILITIES

This position is responsible for assisting in the areas of finance, accounting, and records management. Assignments will provide experience developing and implementing sound accounting and basic business management skills. Interns work under close supervision and are expected to become increasingly knowledgeable and carry out assignments with increasing independence. Examples of duties are listed below.

- **Accounts Payable**– Assists our Accounts Payable Specialist on
  - matching invoices to receiver
  - checking incoming emails from vendors and responding, when necessary
  - reaching out to other departments (internal) on outstanding invoices
  - researching payment transactions
  - entering invoices in the AP system under supervising
  - sorting incoming mails
- **Accounts Receivable**– Assists our Accounts Receivable Specialist on
  - Creating Accounts Receivable invoices
  - Reviewing the daily deposit packet
- **General Ledger**– Assists our Accountants on
  - Preparing journal entries
  - Researching outstanding items under supervising
- **Record retention**
  - Physically and/or electronically file accounting documents according to the District’s established records retention policies.
The goal of the Clark County Water Reclamation District internship program is to provide potential candidates with an opportunity to gain accounting and general business skills in a professional environment. Interns will work side by side with accountants and office support staff to acquire job skills and knowledge for a future in accounting, business, or related fields.

REQUIRED SKILLS AND EDUCATION

- Must be currently enrolled in an accredited college or university
- 18 years or older
- High School Diploma or GED
- Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.
- Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination

PHYSICAL DEMANDS: Mobility to work in a typical office setting, use standard office equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

HOW TO APPLY

To apply, please upload your resume/CV and unofficial transcripts to https://www.governmentjobs.com/careers/cleanwaterteam/jobs/3480671/pth-finance-accounting-intern?pagetype=jobOpportunitiesJobs. The deadline for submitting application materials is ongoing.

MAIN CONTACT

Jeanne Soriano, Senior Human Resources Analyst, jsoriano@cleanwaterteam.com

PLEASE NOTE:
UNLV AND THE HONORS COLLEGE DO NOT CARRY MEDICAL OR ACCIDENT INSURANCE FOR A STUDENT’S PARTICPATION IN INTERNSHIP PROGRAMS.