



FINANCE AND ACCOUNTING INTERN

Description

The Washington State Charter School Commission (Commission) is seeking interns interested in research and collaboration to increase the Commission's school finance and accounting capacity. Minimum qualifications include a strong knowledge and understanding accounting best practices, yearly forecasting, federal and state accounting audit requirements. Desired qualifications include prior experience in non-profit or government finance and accounting. The intern hired for this position will be a self-starter with strong critical-thinking skills in order to integrate into our vibrant and passionate team. Ultimately, the individual hired for this position will be excited about becoming a Padawan learner as they strive to bring balance to the financial forces of revenues and expenditures.

Responsibilities

- Monitor Commission-approved school budget transmittals
- Coordinate with the Washington State Auditor's Office (SAO) and Office of Superintendent of Public to inform and develop Commission policy regarding school finance and accounting
- Coordinate with out-of-state charter school authorizers to inform and develop Commission policy regarding school finance and accounting
- Develop financial forecasts

Requirements

Students applying for this internship must have strong applied-mathematical, and should be majoring in Business, Finance, Economics or Accounting. Applicants should be familiar with Microsoft Excel and other Office Suite applications. Attention to detail, the ability to multi-task and excellent communication skills are all essential to this position.

Majors

Business, Finance, Economics, Accounting