

# FINANCE AND ACCOUNTING PADAWAN INTERN

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## 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