



City of West Hollywood

FINANCE INTERN

\$16.64 – \$20.18 per hour

Applications due by: **Wednesday, September 11, 2019 at 5:00pm**

Applications will be reviewed as they are received.

Cross-Functional Opportunity

This is an excellent opportunity to gain valuable, practical experience that will prepare you to work in local government management, finance, and policy development. The Finance Intern will directly assist the Finance Department Director and administrative team with a wide range of projects related to local governance. Designed to be both educational and practical, this internship will allow you to put your education to use in a professional and politically active setting. The ideal candidate is a self-starter, able to take direction while working independently, and is comfortable seeking guidance when necessary. The internship provides cross-functional exposure to city governance across departments with a focus on responsible, data-based decision-making and advancing best practices and technology across the city.

Ideal Candidate Attributes

The ideal candidate will have a curious and flexible approach to problem-solving and can demonstrate:

- An ability to think creatively, work independently, and handle multiple projects simultaneously.
- Excellent writing and communication skills.
- Ability to analyze and organize data using Microsoft Excel.
- Comfort with uncertainty.
- Discretion regarding sensitive information.

In order to achieve the maximum benefits of the internship program, we prefer students who are interested in a **one-year commitment or longer**. Students must be able to work approximately **20 hours per week** during normal business hours.

Minimum Qualifications

Candidate Requirements: Applicants must be **currently enrolled and** pursuing a **graduate** degree in Public Policy, Public Administration, Urban Planning, Business, Organizational Development or Leadership, Political Science, or a closely-related field. Eligibility to remain in the program is contingent upon school enrollment.

Job Activities

Responsibilities may include:

- Working cooperatively with Departments and the public on the City's budget and special projects, including: data collection, organization, and analysis; collating and editing narrative text; scheduling meetings and documenting action items; and other related items as necessary.
- Collecting and analyzing data from various programs and financial reports.
- Creating spreadsheets, charts, and graphs using Microsoft Excel.
- Researching policies and best practices regarding city governance and financial management.
- Drafting and editing staff reports.
- Assisting with updates to the: procurement process and contract management program; risk management program; and Finance Policies & Procedures.
- Assisting with requests for proposals for financial services.
- Learning/using the City's enterprise resource planning software, Tyler Eden Financial System.
- Other duties as required and related to internal services provided by the Finance & Technology Services department, including general accounting, revenue management, and information technology.

Apply now!

Applicants must complete the online City job application & supplemental questions by the filing deadline. To apply and view additional job information please visit <https://www.weho.org/jobs>. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.