



Finance Department Intern

Role and Responsibilities

- This position will do special projects as needed.
- Update databases that were created by previous interns.
- Assist in budget related projects
- Filing

Qualifications and Education Requirements

Must be enrolled in High School or College at the time of application.

Specific majors, coursework or backgrounds that would be helpful to this work
Should have had some accounting courses

Preferred Skills

Working knowledge of Microsoft Office

Department: Finance

Location: County Office Bldg, 40 Gleneida Ave, Carmel, NY

Salary:

High School Student	\$8/hr.
College Student	\$9/hr.
Graduate Student	\$10/hr.

Schedule: 28 hours/week for 8 weeks

Supervisor: Anita Z Gilbert

