



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 \$9/hr.
College Student \$10/hr.
Graduate Student \$11/hr.

Schedule: 28 hours/week for 8 weeks

Supervisor: Anita Z Gilbert

