

**CITY OF BURIEN, WASHINGTON**  
**JOB DESCRIPTION**

**Title:** Accounting Intern  
**Status:** Temporary  
**FLSA Status:** Non-Exempt

**Department:** Finance  
**Reports to:** Finance Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**General Position Summary**

The Accounting Intern will assist in performing professional accounting work to provide management and staff with necessary financial information to support City operations. Examples of duties include: preparing financial reports, assisting with daily cash receipting, preparing monthly billings, and updating the City's asset inventory.

Work is performed with supervision by the Finance Manager. Work will be reviewed for accuracy, statutory conformance, and compliance with performance standards. The Accounting Intern is expected to ask questions in order to fully understand the process. This position is also encouraged to make recommendations to improve processes.

**Essential Functions**

- Supports and models the identified vision, values and behaviors of the organization.
- Assists with the daily entry of cash receipts into the City's financial system and prepares the daily bank deposits.
- Prepares monthly invoices and enter into the account receivable system.
- Assists Accountant with preparation of materials for annual debt write-off.
- Reviews accounts payable payments for contract compliance.
- Prepares the quarterly financial report.
- Assists with preparation of the annual financial report.
- Assists the Finance Manager in providing materials requested during the annual audit.
- Updates the City's asset inventory.
- Assists Finance Director with mid-biennium budget process and other budget amendments.
- Assists in data conversion for the implementation of the City's new financial system.
- Perform other related duties as required.

**Specific Job Skills**

Basic Knowledge of:

- General accounting functions and practices.
- State of Washington Budgeting, Accounting and Reporting System (BARS) Manual.
- Generally accepted accounting principles (GAAP) and governmental accounting principles and requirements of the Governmental Accounting Standards Board (GASB).
- The use and care of personal computers and computer software.

Ability to:

- Learn quickly, analyze, and interpret instructions correctly to perform needed accounting functions.
- Read, interpret, and apply state and local laws, rules, regulations and guidelines governing accounting procedures.

- Communicate effectively with the project or function lead to understand the requirements of the assigned duties.
- Appear for scheduled work with regular, reliable, and punctual attendance in appropriate professional attire.
- Establish and maintain cooperative, effective, and productive working relationships using tact, patience, and courtesy.
- Effectively plan and organize work and complete tasks within prescribed timeframes.

**Education and/or Experience**

Must be enrolled in a Bachelor's Degree program in accounting or business administration from an accredited college or university in Washington State with at least a 3.0 GPA in accounting. Previous experience or training using Microsoft Office is desirable.

**Special Requirements**

- Successful completion of pre-employment background and credit check.

**Job Conditions**

Work is performed primarily in an office setting. Noise level is moderate. The position requires frequent sitting for long periods of time and the ability to operate a personal computer and 10-key adding machine.

Adopted 060117