

DEPARTMENT: NIAGARA COUNTY TREASURER'S OFFICE
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 2, 2009

ACCOUNTING STUDENT INTERN

DISTINGUISHING FEATURES OF THE CLASS: This class of positions is designed to provide internship opportunities to area college students while providing the Niagara County Treasurer's Office with part-time employees. The incumbent works in concert with and under the direction of the Treasurer's Office employees. The work involves assisting staff with the conversion of data from legacy systems and various manual systems, entering test data and running reports to test the functionality of the system, and other clerical tasks related to the financial system. Work is performed under the direct supervision of the Systems Accounting Manager and/or assigned superiors. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists staff in accumulating historical data for capital projects and prepares the data to be converted and loaded into the current financial systems;
2. Assists staff in preparing data from legacy cash receipts systems to be converted and loaded into the current financial systems;
3. Enters test data into the current financial system to allow for paralleled runs and participates in the stress testing of the system;
4. Runs reports using various criteria to test the functionality of the system;
5. Assists staff in preparing training manuals and forms;
6. Performs other clerical tasks related to the financial system;
7. Operates modern office equipment including personal computer and peripherals, copier, adding machine, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of double-entry bookkeeping including balance sheet and income statement preparation; working knowledge of modern software packages including spreadsheets, word processing, and financial programs commonly used in maintaining financial data; skill in the use of information technology systems at an acceptable rate of accuracy and speed; ability to test and analyze accounting and financial systems to determine effectiveness; ability to follow oral and written instructions; ability to understand and interpret financial data; ability to prepare a balance sheet and income statement; ability to reconcile accounts; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma:

AND: Current enrollment in an undergraduate program at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees. Candidates must be enrolled in a bachelor degree accounting program and must have completed at least twelve (12) credit hours in accounting.