



**Title:** FINANCE INTERN (2 Positions Available)

**District/Organization:** Cheboygan-Otsego-Presque Isle Educational Service District (COPESD)

**Salary/Benefits:** \$16.58 - \$16.92 per hour.

**Deadline to apply:** Friday, April 12, 2024 @ 12:00 p.m.

**Internship Date Range/Hrs:** 11 weeks, starting May 20, 2024 to August 2, 2024

80 hours total - schedule to be determined between intern and supervisor

## Position Summary

The student intern position is designed for college students who are interested in the field of accounting and finance. This position will provide students with valuable learning experience on how Michigan School Finance works.

## Primary Duties and Responsibilities

- Job shadow all finance department positions including; CFO, Business Managers, Finance Specialist, H/R, and Payroll.
- Assist with market development of intern program.
- Completion of MSBO Intern Introduction to School Business Training.
- Assist with accounts payable and purchase cards including entries into the general ledger, printing checks, and mailing.
- Assist with cash receipting including entries into the general ledger.
- Assist with the reconciliation and general ledger recording of mileage logs of the district vehicle fleet.
- Assist with other general ledger reconciliations, fiscal year end, and annual audit preparation.
- Assist with other duties as assigned by supervisor.
- Maintain a high level of professionalism in all areas of work.
- Must have regular and reliable attendance.
- Always remain free of substance abuse and/or illegal drug use.
- Always keep the affairs of the school district and the Board of Education and all constituent districts confidential.

## Desired Qualities

- Self-starter
- Reliable
- Detail oriented
- Well organized
- Effectively work with specific timelines
- Problem solving ability
- Strong team player
- Interpersonal/communication skills

## **Education**

College student pursuing a bachelor's degree in accounting, finance, or business area is preferred.

## **Minimum Qualifications**

- Student is in good standing working towards their degree with a focus in business studies at a Michigan college or university.
- Student has strong technology skills. Proficient in spreadsheet software programs such as Microsoft Excel and word processor programs such as Microsoft Word.
- Student has the ability to communicate effectively, orally, and in writing, including e-mail.
- Student has a high degree of proficiency in office procedures, bookkeeping, accounting, keyboarding, office equipment operation, maintenance, business machine use, and computer software programs.
- Student has good organizational skills, written and oral communication skills, diligent work habits, and the ability to apply common sense to routine decision making.
- Student has the ability to maintain self-control and complete tasks with frequent interruptions.
- Student has the ability to work cooperatively with other office personnel.
- Student must have regular and reliable attendance.
- Student must possess a valid driver's license.

## **Application Procedure**

**Qualified Applicants may apply by email with a Cover Letter, Resume and Unofficial Transcript to:**

Taylor Barnier – Finance Assistant  
Cheboygan-Otsego-Presque Isle Educational Service District (COPESD)  
6065 Learning Lane  
Indian River, MI 49749  
Email: [barniert@copesd.org](mailto:barniert@copesd.org)

**This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship other than at-will. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is at-will, and terminable either by the employee or the employer at any time, with or without cause, except as otherwise provided by law.**

**This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.**