



## School District of Philadelphia

**Title:** Intern

**Department:** Special Finance

**Reports To:** Assistant Director, Child Accounting

### **Job Summary**

This is a part-time position that offers a hands-on learning experience for a dedicated college student interested in finance/accounting to assist the Office of Special Finance. Works independently on assigned projects and tasks. Provides critical assistance in the design and creation of documents which will be used for strategic planning and management purposes.

### **Essential Functions**

- Conducts independent research on a variety related topics.
- Conducts in-depth analyses of data and makes recommendations to supervisory staff.
- Sets up and maintains databases.
- Writes a variety of documents and narrative reports.
- Collects data and completes surveys and evaluations.
- Meets with and interviews various District personnel to obtain information.
- Develops systematic groupings of data/information.
- Performs process mapping/workflow analysis and design.

### **Qualifications**

- Analytical skills.
- Excellent writing skills.
- Well developed organization skills with attention to detail.
- Proficient in Microsoft Word and Excel.
- Must be self-directed and able to work independently.
- Must be able to perform task with limited supervision.
- Ability to multi-task and handle detailed assignments.
- Ability to maintain confidentiality.

### **Student Benefits**

- Excellent opportunity to work with multi-faceted projects.
- Learn about a variety of functions within the related department.
- Learn to write a variety of detailed documents within the related documents.
- Letters of recommendation provided upon successful completion of the internship.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**To apply to this position, please email your resume to Rhonda Johnson, Assistant Director at [rjohnson4@philasd.org](mailto:rjohnson4@philasd.org).**