

MCPSS Business Department- Accounts Payable

Position: Intern

Intern Location: MCPSS Central Office- Accounts Payable Department

Organization: Mobile County Public Schools

Compensation: \$7.25/hour

Department: Business Number of Openings: 2

Duration: June 7, 2021- July 2, 2021

Time Requirements: Part time; 15 hours/week

Required Academy: None

GPA Desired: None

Start Date: June 7, 2021

Job Description: A student will perform various accounting related task which are not limited to the following:

- Creating Excel Spreadsheets Can you take this out
- Organizing Files keep (sorting and distributing mail)
- Scanning Documents Keep (heavy scanning)
- Miscellaneous Accounting Tasks can you take this one out too

Qualifications:

- Daily and timely attendance
- Able to follow instructions
- Able to work independently with little supervision