

MCPSS Business Division - Internal Audit Department

Position: Intern

Intern Location: MCPSS Central Office - Internal Audit Department

Organization: Mobile County Public Schools

Compensation: \$7.25/hour

Department: Internal Audit

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: Student will perform various accounting/auditing related tasks which are not limited to the following:

- Creating Excel Spreadsheets
- Organizing Files
- Scanning Documents
- Miscellaneous Accounting/Auditing Tasks

Qualifications:

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