

MCPSS Business Department

Position: Intern

Intern Location: Mobile, AL

Organization: Mobile County Public Schools

Compensation: \$7.25/hour

Department: Business Number of Openings: 2

Duration: June 3, 2019- June 28, 2019

Time Requirements: Part time; 15 hours/week

Required Academy: None

GPA Desired: None

Start Date: June 3, 2019

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

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

Qualifications:

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

**Commented [MMDA1]:** Not sure how many interns will be hosted for the whole Business Department. (AP, Accounting, Payroll, Audit). I only need 1 intern.

**Commented [MMDA2]:**