



## ACCOUNTING INTERN OPPORTUNITY

### POSITION SUMMARY:

The Water Replenishment District of Southern California (WRD or District) is seeking a motivated intern for the Accounting and Finance Department. The intern will have the opportunity to gain real-world experience supporting various professional functions while gaining experience in entry-level accounting duties. Under supervision, this position will involve working with accountants, managers, and other staff at the District.

### JOB REQUIREMENTS:

This multifaceted position will span a variety of activities and therefore require the incumbent to be highly motivated and exercise flexibility as they perform various tasks related to accounting and finance.

### QUALIFICATIONS:

The ideal candidate must be enrolled as a full-time student at an accredited college/university, with a minimum of one year completed in accounting, finance, or related field, and be capable of working 12 to 20 hours per week. Candidates must undergo a physical, toxicology screen, and criminal background check.

Familiarity with the following is favored:

- Microsoft office products, specifically Excel, Word, and Outlook;
- Data entry and basic principles of accounting

Ability to do the following is favored:

- Demonstrate excellent oral and written communication skills;
- Demonstrate a high level of organization, tact, and a positive outlook and drive;
- Work independently, or in a team setting;
- Gain an understanding of new concepts in a constantly changing environment

*The District's internship program is designed to provide an opportunity for college students to gain real-world experience while applying the principals and practices obtained through their academic training. Incumbents must furnish proof of enrollment and class schedule each semester/quarter to remain in the program. The applicant must meet the following requirements for consideration: 1. must have completed at least one year in undergraduate school; 2. must be currently enrolled in an accredited program related to the aforementioned fields.*

**COMPENSATION:** \$17.17 - \$19.32 per hour

**HOW TO APPLY:**

Interested candidates can apply by downloading and completing an application available on the Careers page at [www.wrd.org](http://www.wrd.org). Please submit a cover letter and resume with your application. **No candidate will be considered without submission of a cover letter, resume, and a fully completed and signed employment application.**

**APPLICATION DEADLINE: OPEN UNTIL FILLED**

Completed application, cover letter, and resume may be submitted via email to [careers@wrd.org](mailto:careers@wrd.org).