



# Jefferson County Commission Internship Job Description and Job Announcement Material

**Job Title: Summer 2026 Finance Intern – Jefferson County**

**Close Date: March 8, 2026**

## **SUMMARY AND JOB DESCRIPTION:**

**Internship Title: Accounting Intern**

### **Position Overview:**

We are seeking motivated undergraduate students to join our team as **Accounting Interns**. This internship provides a unique opportunity to gain practical experience in **County Government accounting processes**, allowing students to apply classroom knowledge in a professional setting.

### **Key Responsibilities:**

- Assist with day-to-day accounting tasks and projects within a government accounting environment.
- Support financial recordkeeping, reporting, and analysis under the guidance of experienced staff.
- Participate in shadowing opportunities and hands-on assignments to develop a deeper understanding of government financial operations.
- Engage in both formal and informal training to strengthen technical and professional skills.

### **Learning & Development Opportunities:**

Through this internship, students will:

- Enhance critical thinking, effective communication, attention to detail, and time management skills.
- Gain exposure to government accounting practices and procedures.
- Build valuable professional experience to complement academic coursework.

### **Qualifications:**

- Current undergraduate student pursuing a degree in Accounting, Finance, or a related field.
- Strong analytical, organizational, and communication skills.

**Benefits**

- Gain firsthand experience in a county government finance department.
- Develop an understanding of public sector budgeting, financial operations, and fiscal accountability.
- Apply academic knowledge to real-world financial and administrative processes.
- Strengthen analytical, organizational, and professional skills relevant to finance, accounting, and public administration careers

**Compensation**

- Undergraduate: \$17.90 Hourly

**Note:**

These positions are part time in nature and not to exceed 32 hours per week and not benefit eligible.