

	<p style="text-align: center;">City of Yreka Invites Applications For</p> <p style="text-align: center;"><b>Part Time Staff Intern (Limited to 960 hours) Finance Department</b> Hourly Range \$12.00 - \$15.00</p> <p style="text-align: center;"><b>Closing Date: Open Until Filled</b> <i>First review of applications 11/15/2017</i></p>	<p>PERSONNEL DEPARTMENT 701 Fourth Street Yreka, CA 96097</p> <p>(530) 841-2337 Fax (530) 842-4836</p> <p><a href="http://www.ci.yreka.ca.us">www.ci.yreka.ca.us</a></p>
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**THE POSITION**

The City of Yreka is accepting applications for a Student Intern. This position includes a variety of financial support activities that include but are not limited to: daily cash handling, cashiering, mail processing, balancing registers and mail batches, scanning and conversion of checks into remote deposits, and generating the import/interface files for processing into the utility billing system. The intern also provides assistance in credit card processing on the phone and at the counter via the administrator role for the utility customer web payment portal. The daily cashiering activities include utilities, dog licenses, business licenses, building permits and inspection assistance. The intern will learn to use and work within the City’s ERP platform, known as Springbrook/Accela (financial, utility billing, human resources, business and dog licensing, building permits) and the cloud based front end payment product “Online Bill Pay”.

Student will gain experience in a business office, perform work using a modern enterprise financial software system, and have exposure to most all aspects of City Government.

The intern position funding is limited to 960 hours within a fiscal year. Part time scheduled hours are 10:00am to 3:00pm Monday-Thursday. Some flexibility and consideration is given to the student’s academic schedule.

**REQUIREMENTS:**

- 1) Individual will be working in a fast-paced office environment that requires multi-tasking skills.
- 2) The candidate must possess competency using personal computers, spreadsheets and word processing applications.
- 3) The successful intern will have strong verbal communication skills and college level basic math aptitude.

**APPLICATION PROCESS**

Interested individuals must submit a City of Yreka employment application to the Personnel Department in order to be considered. Applications not received by the Personnel Department by the close of the recruitment period may not be considered.

Employment applications are available at City Hall and on the City website at [www.ci.yreka.ca.us](http://www.ci.yreka.ca.us). For further information please call (530) 841-2337 or e-mail to [finance@ci.yreka.ca.us](mailto:finance@ci.yreka.ca.us). Completed applications can be mailed, sent via email or delivered to the City of Yreka, 701 Fourth Street, Yreka, CA 96097. First consideration of applications will be November 15, 2017. Position remains open until filled.

Incomplete applications may not be processed. Meeting the announced requirements does not guarantee selection into the examination process.

Please contact the Personnel Department by the closing date if you require accommodation in the interview/examination process. Medical disability verification may be required prior to accommodation.

**AN EQUAL OPPORTUNITY/FEDERAL AFFIRMATIVE ACTION EMPLOYER**