



POSITION ANNOUNCEMENT
AUDIT INTERN
INTERMITTENT SPECIALIST
ST CHARLES COUNTY AUDITOR'S OFFICE

STARTING SALARY: \$ 16.09 per hour

JOB DESCRIPTION

This is a temporary position within the Audit Department. Primary responsibility would be to perform an inventory of county assets. The Intern will assist the County Auditor with audits of county departments, programs, and contracts as time allows. Prepares work papers to document work performed. The individual selected will preferably be able to work between 20-30 hours per week during the summer (Approximately the beginning of June until the beginning of the school year, and then be able to work an amended schedule until Fixed Asset Inventory is complete, if necessary). The work schedule will be flexible to accommodate school attendance and study requirements. Our intention is to provide the intern with learning work assignments, allowing the student the opportunity to experience a technical work environment in an audit setting, apply the knowledge they have, and to learn new technical skills.

REQUIREMENTS

Seeking a college student studying courses in Accounting. Must have completed at least 45 credit hours. No previous accounting or inventory experience required, but preferred. Must possess skill in the use of personal computers and programs, particularly Microsoft Excel and Word, or other similar spreadsheet and word processing applications. Must possess excellent verbal and written communication skills. Must have a valid driver's license and satisfactory driving record. Employment will be contingent on successfully completing a full criminal background check and pre-employment drug screening.

TO APPLY:

All applications must be submitted only through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed or print applications. For your convenience, if needed, terminals are available on site at the HR Dept., 201 N. Second St., Room 522, St. Charles, MO 63301 Monday – Friday 8:00 am – 5:00 pm.

To assure consideration, applications must be received by March 20, 2019.

[RETURN TO APPLICANT PROCESS](#)

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol-free work place. A pre-employment drug screen is required for all positions.