CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
JOB DESCRIPTION

Internship Opportunity (Audit and Compliance)

FLSA STATUS Temporary Non-exempt

REPORTS TO Director of Audit and Compliance

JOB SUMMARY

This position supports the Audit and Compliance team throughout all stages of an audit including preparing for, attending and conducting audit related meetings and conversing with providers regarding issues associated with compliance.

ESSENTIAL FUNCTIONS

This description reflects the essential functions of the job. The intern is expected to perform these and other job related duties as may be required. Additions, deletions or changes may be made at any time, without prior notice.

Takes personal responsibility to demonstrate behaviors consistent with the CSC Leadership Philosophy, Organizational Values and related behaviors.

Takes ownership for assigned tasks and utilizes supervisor or mentor, whenever necessary, for support and coaching.

Ability to work collaboratively with diverse staff, often in a team setting, within a multicultural environment in a respectful and courteous manner.

Respects confidential and sensitive materials. Demonstrates professionalism and ethical conduct at all times.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accounting, fiscal and management principles and practices, attention to detail, understanding and ability to review and interpret policies and procedures, and considerable problem solving ability.

WORKING CONDITIONS AND PHYSICAL/MENTAL REQUIREMENTS

Duties are performed in a general office environment requiring: Ability to communicate effectively in writing, using English language, with or without the use of auxiliary aids or services. Cognitive skills to perform essential functions.

SOFTWARE/EQUIPMENT PROFILE

Commonly used application software: Microsoft Office Program (Excel, Outlook, Word).

MINIMUM QUALIFICATIONS

Undergraduate or graduate student with a major or concentration area in Accounting/Finance.

To be considered, candidates must submit a cover letter and resume online at http://erecruit.cscpbc.org/Careers/ by 5:00 p.m. March 31, 2020. Internships are for the Summer of 2020.