



Job Title: Intern

Department: Fiscal

Division: Operations

The Franklin County Auditor's Office is looking for excited and eager interns to work in our Fiscal Services Department. The Fiscal Department is responsible for maintaining accurate records of all money received by and paid out of the county treasury. The auditor's fiscal staff processes revenue, budgetary, accounts payable and payroll transactions.

Overall Responsibilities:

Responsibilities will include but are not limited to:

- Review financial reports
- Learn the audit process
- Cash balancing process
- Study internal controls to ensure compliance and integrity
- Review financial system to identify key areas for review.
- Data entry into computer systems
- General organization
- Other duties as assigned

Behavior/Expectations:

- Perform the required duties to the best of your ability
- Arrive on time and ready to work
- Behave in a professional and courteous manner
- Dress should be business casual and office appropriate
- Reflect the values of the Franklin County Auditor's Office

Please submit a resume and area of interest to rehisey@franklincountyohio.gov for consideration. If you have any questions, feel free to reach out to Rachel Hisey at the email address above or 614-525-7369.



FRANKLIN COUNTY AUDITOR MICHAEL STINZIANO

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