

January 23, 2018

**TITLE:** Treasury & Revenue Intern  
**EMPLOYMENT TYPE:** Temporary (Non-Exempt)  
**DIVISION:** Finance (Treasury)  
**APPLICATION DEADLINE:** Friday, February 23, 2018  
**PAY RANGE:** \$18.00/hourly  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Starting June, 18, 2018 – 320 Hours Maximum

**INTERNSHIP PROGRAM MISSION:**

The Internship Program gives students the opportunity to apply the skills that they have learned in the classroom. In addition, the program gives students the opportunity to consider a career in the transit industry. The interns will gain invaluable experience by partnering and learning from our team of professionals.

**JOB SUMMARY:** The Treasury Intern and Revenue Intern will assist various Treasury and Revenue personnel with day-to-day operations in Cash Management, Banking, Investments and other processes as assigned. The Intern will provide analysis support on Treasury projects and Revenue projects including cash forecasting, debt compliance review, and sales tax administration.

**EXAMPLES OF ESSENTIAL FUNCTIONS AND DUTIES:**

- Work closely with Treasury personnel and Revenue personnel to prepare and update daily cash positioning, cash reconciliation, and cash forecasting.
- Assist in the preparation of bank reports by reviewing bank fee analysis and other commercial banking processes.
- Research, review, and analyze investment positions and prepare analysis reports.
- Provide analytical support and obtain a comprehensive understanding of the department and its needs.
- Project related work involving confidential and sensitive financial information that is analytical in nature.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** The Treasury Intern and Revenue Intern will work under the supervision of the acting Director, Treasury, who will establish goals and objectives and evaluate performance.

## **MINIMUM QUALIFICATIONS:**

- Must be currently enrolled as a Junior or Senior undergraduate, or a graduate student in college majoring in Accounting, Finance, Business, Economics or related majors.
- Be proficient with Excel spreadsheets, Word documents, and PowerPoint presentations.
- Be able to interpret financial statements.
- Must be able to handle confidential information and exercise good judgment in decision making.

## **HOW TO APPLY:**

*Although we encourage applicants to apply online, we are still accepting paper applications.*

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

## **SELECTION PROCESS MAY INCLUDE:**

- Applications will be screened for completeness and minimum qualifications. Finalists will be interviewed by a selection panel. Successful candidates must be approved by college or university.

## **EMPLOYMENT BENEFITS AT SAMTRANS:**

- Free transportation on SamTrans buses. Incentives are offered for riding other forms of public transit, and for carpooling to and from work.

**The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6288. SamTrans is an Affirmative Action/Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans**