



## THE POSITION

### Finance Intern

Tahoe Regional Planning Agency and our dynamic team of professionals seeks a motivated **Finance Intern** to provide support to the Finance team.

The primary functions of the Finance Intern are to assist with security administration including documentation and database management. Support the Accounts Payable process including filing, data entry, matching electronic source documents to invoices. Help with month end allocations and journal entries. Contribute to the annual fiscal audit as opportunity allows. Research and data entry applicable to daily accounting functions as necessary. Work with existing finance staff to learn different finance and accounting jobs.

### Specific Roles and Responsibilities

- Develop and utilize spreadsheets and databases.
- Research and coordinate action items.
- Entering invoices, electronic filing, matching electronic source documents to invoices for Accounts Payable.
- Account reconciliations.
- Support month end allocations and journal entries.
- Assist with annual fiscal audit as opportunities allow.

### Education and Experience

Applicant should major in Business, Finance, Economics, Accounting, or related field and have completed at least 1 year of undergraduate work.

### Knowledge and Skills

- Must be detail oriented.
- Ability to work independently and with staff and customers.

- Outstanding oral and written communication and time management skills.
- Strong research and problem solving skills, entering and verifying data.
- Excellent customer service skills and strong interest in helping people.
- Proficient in Microsoft Office products and Adobe X Pro.
- Familiar with various types of office equipment.
- Ability to relay complex information to internal staff and customers in an understandable fashion.



### Internship Timeline

**May/June 2024 – September/October 2024**

Please note: This timeframe is flexible based on availability and project interest. Some tasks may be remote, and others will require staff to be on-site. Internship positions are dependent on Budget and/or Grant Funding approval.

### Working Conditions/Physical Effort

- Primarily work in an office environment
- Bending, Stooping, Carrying
- Lifting up to 40 pounds
- Use of office equipment, computer, telephone, etc.

## COMPENSATION AND BENEFITS

The hourly pay for interns is \$17.00-\$18.00 per hour, depending on experience.

Temporary and seasonal employees and interns who generally are scheduled to work on a short-term basis are NOT eligible for the Agency's benefit package. The Agency does provide three (3) days of accrued paid time off (PTO) for the internship. Temporary employees are not paid for holidays.

## THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

## APPLICATION PROCESS

**Applications due by 8:00am PST on May 3<sup>rd</sup>.**

Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the "**Apply for Job**" link. Please attach a resume of your qualifications, and cover letter describing your interest in the position in one document when you are completing the application.

**RECRUITMENT COMMUNICATION:** Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.

We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.

