

## **Financial Services Department**

The Financial Services Department provides financial, budgetary, revenue collection, and risk management support to the City and its stakeholders. The Financial Services Department's policies, plans and reporting systems help operating departments achieve their objectives and ensure the City's long-term fiscal health.

The Financial Services Department is comprised of the Accounting Division and the Budget Division.

### **Possible Volunteer/Intern Opportunities:**

- Accounting Division – assist in the gathering of information for internal and external audits; assist in the preparation of desktop procedures; assist in gathering information from other departments related to grant funding; and other duties as assigned.
- Budget Division – assist in the budget preparation process by coordinating with departments in gathering required budget information; assist in gathering data for the preparation of financial reports; perform spreadsheet applications and other analyses as assigned.

The ideal candidate would be good with numbers, a quick study and have the ability to work independently with minimal supervision.