



Internship Description

Work Site Name	Department/Position
City of Brighton	Finance

Brief Overview of Internship
The Finance Intern will support the department by contributing to the accounting and purchasing processes across the entire city. The role will require constant written and oral communication and provide an introduction to governmental finance work.
Internship Tasks/Projects
<ul style="list-style-type: none"> ● Daily banking entries ● Onboard vendors to receive Electronic Funds Transfer (EFT) payments ● Electronic Funds Transfer (EFT) information verification ● Vendor file maintenance and creation ● Send formal notices through email on behalf of the department ● Contact vendors by phone for various requests ● Documentation of standard operating procedures ● Schedule and attend meetings ● Shadow Finance staff ● Other duties as assigned
Internship Learning Goals (new skills/knowledge the intern will acquire)
<ul style="list-style-type: none"> ● Time management ● Microsoft Office ● Professional writing ● Interpersonal communication with members of the public as well as colleagues

Internship Site Address and Primary Contact Information	Internship Hours Start/End Times
Contact Name: Kelsey Archuleta Email: karchuleta@brightonco.gov Phone: 303-655-2067 Brighton City Hall 5 th Floor 500 S 4 th Ave, Brighton, CO	8am to 5pm, with 1-hour lunch Interns are required to attend an onboarding training on Feb. 9 from 10 a.m. to 1p.m.
Physical requirements	Dress Code
Must be able to sit at a desk for extended periods of time. On occasion, lifting up to 20lbs may be necessary.	Business casual; jeans (without excessive wear, no holes) are acceptable only when meetings with the public are not planned. No shorts.

	Presentations before City Council require more formal attire such as dress slacks, dress shirt, and blazer/suit jacket.
Occupational/Educational Requirements (skills, certifications needed)	Age/Grade Level of Intern
<ul style="list-style-type: none"> ● Detail-oriented ● Highly organized ● Punctual and reliable ● Professional behavior ● Ability to maintain confidentiality ● Ability to work both independently and with a team ● Self-starter ● Strong written and oral communication skills ● Working knowledge of Microsoft Office (Word, Excel, and PowerPoint at minimum) ● Establish and maintain working relationships both internally and externally 	No preference. Selection will be made based upon demonstration of skills during the interview process.