

City of Arcata
HSU School of Business Internship Program

FINANCE DEPARTMENT INTERNSHIP

Internship Assignment – Forecasting, Accounting & Tracking, Data Comparison

Budget related/ forecasting:

- Community outreach involving business partnerships and working with monthly data on business performance.
- Will involve creation of surveys and other communications that are integral for our City to receive real time data on local economic impacts by industry sector.
- Data to be compiled in excel/report format for City use.

Accounting related/ compliance:

- Set up citywide initial grant information repository/reconciliations and tracking, to provide accurate report status of all grants quarterly.
- Set up of citywide note receivable schedules, to monitor entities for debt compliance.
- Research policies
- Data entry for State Controller's report compilation.
- Various data analysis as needed.
- Various general ledger/journal entry compilation as needed.

Data comparisons:

- Assist with G/L system and Utility Billing system integration. This may involve heavy data comparison in excel with the goal being to move from on premise system to a cloud based system.

For further explanation or details of the above assignments, please contact the City's Finance Director.

Requirements – HSU Senior Business Majors can apply by submitting a City Internship application and qualifying through the HSU School of Business Internship Program.

For More Information

Ondrea Starzhevskiy, Finance Director, (707) 825-2120 or ostarzhevskiy@cityofarcata.org

Nancy Vizenor, School of Business Internship Director, (707) 826-6021 or nancy.vizenor@humboldt.edu



CITY OF ARCATA - HSU SCHOOL OF BUSINESS
INTERNSHIP APPLICATION

Applicant's Name: _____

Mailing Address: _____

Phone Numbers: Cell _____ Other _____

E-mail Address: _____

HSU Student HSU Staff/Advisor contact information: _____

Academic Unit-earning Internship

Student Status (freshman, graduate, etc.): _____ Major: _____

Summary of courses taken related to the Internship: _____

List any organizations in which you are currently involved: _____

Experience you would bring to the internship: _____

Hours and days you are available to intern: _____

Present Employer: _____ Your Job title: _____

Signed: _____ Date: _____

Feel free to use additional paper and/or attach your resumé to this application. Mail or Deliver to the Arcata Police Department or the City Manager's Office, Personnel Division, City of Arcata, 736 F Street, Arcata, CA 95521

If selected for an internship at the City of Arcata, applicants are subject to fingerprint scan, conviction history disclosure, and law enforcement internships include further background checks.