

**MCPSS**  
**Business Division**  
**Internal Auditing Department**

**Position:** Audit Intern

**Organization:** Mobile County Public School System

**Location:** MCPSS Central Office - Internal Auditing Department

**Number of Position(s):** 1

**Compensation:** \$9.00 per hour

**Start Date:** June 3, 2023

**Duration:** June 3, 2024 – June 28, 2024

**Time Requirements:** Part time; 15 hours per week (Flexible Schedule) **Required Academy:** None

**Desired GPA:** None

**Job Description:**

Student will perform various accounting related tasks which include but are not limited to:

- Creating Excel Spreadsheets
- Organizing Files
- Scanning Documents
- Miscellaneous Accounting

**Qualifications:**

- Able to work weekly hours (Flexible Schedule)
- Able to follow instructions

- Willing to learn