

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): 2

Compensation: \$7.25 per hour

Start Date: June 5, 2023

Duration: June 5, 2023 – June 30, 2023

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