MCPSS Business Department

Position: Intern

Intern Location: Mobile, AL

Organization: Mobile County Public Schools

Compensation: $7.25/hour

Department: Business Number of Openings: 2

Duration: June 3, 2019- June 28, 2019

Time Requirements: Part time; 15 hours/week

Required Academy: None

GPA Desired: None

Start Date: June 3, 2019

Job Description: A student will perform various accounting related task which are not limited to the following:

* Creating Excel Spreadsheets
* Organizing Files
* Scanning Documents
* Miscellaneous Accounting Tasks

Qualifications:

* Daily and timely attendance
* Able to follow instructions
* Able to work independently with little supervision