

Employment Opportunity

Student Intern

\$ 12.00/hr no benefits

San Bernardino Associated Governments, known as SANBAG, is the council of governments and transportation planning agency for San Bernardino County. SANBAG is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide. SANBAG serves the 2.1 million residents of San Bernardino County.

As the County Transportation Commission, SANBAG supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts and long-term planning studies. SANBAG administers Measure I, the half-cent transportation sales tax approved by county voters in 1989.

JOB SUMMARY

Under general direction of the Chief of Fiscal Resources, the selected student will assist in Accounts Payable module, scanning and filing documentation.

EXAMPLES OF DUTIES/ FUNCTIONS

This list is illustrative only and is not a comprehensive list of all functions and duties performed by employees in this position.

- Review accounts payable invoices for completeness and accuracy
- Generate request for payment for invoices received
- Assist with completing various reconciliations and updating schedules in excel
- Scan and file documentation
- Perform other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current enrollment in a recognized 4-year college or university, or graduate students, with a major study area in public administration, accounting, finance or a related field.
- Ability to work independently, efficiently and cooperatively.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet punctuation.
- Must be a U.S. citizen or a legal resident and eligible to work in this country as determined by the U.S. Immigration Laws and the Department of Homeland Security.
- Possession of a valid California driver's license and proof of automobile liability insurance.

COMPENSATION

Salary: \$12.00 per hour.

Hours: Approximately 20 hours per week. Work hours may be arranged to meet student's school schedule, but generally are within 8:00 a.m. to 5:00 p.m., Monday through Friday.

Benefits: None.

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APPLICATION PROCEDURE

Visit our website at www.sanbag.ca.gov or call 909-884-8276 for application and requirements.

A completed application, along with a detailed resume, must be submitted to:

San Bernardino Associated Governments

Attn: Management Services

1170 W. 3rd Street, 2nd Floor

San Bernardino, CA 92410-1715

Applications can be emailed to Colleen Franco at cfranco@sanbag.ca.gov.

For more information on SANBAG please visit the Agency website at www.sanbag.ca.gov.

SANBAG is an equal opportunity employer.